98TH DIVISION (TNG)

COMMANDERS CONFERENCE

1980

FOREWORD ----

This year's Fall Commanders Conference comes at a time when our role and responsibilities as leaders become increasingly important. As we share the burden with other patriots in the Army's Force Structure across this great country, we must recognize that our present defense strategy is dependent upon rapid mobilization of Reserve forces, capable of early deployment anytime, anywhere. Readiness is critical. Herein lies our primary objective as Commanders, that of providing our troops with positive leadership, sound resource management, and aggressive, innovative training to improve our readiness posture.

The information and guidance provided you this weekend is designed to bring you up to date on the status of the Division and your units, where we are now, where we are going, and how we get there. Training Year 1981 will be filled with challenges and opportunities. In the true spirit of teamwork, let us maximize our resources with particular emphasis on mutual cooperation and the placing of increased responsibilities upon our Junior Officer and our Non-Commissioned Officer Corps. The Battalion Training Management System (BTMS) and Sergeants Business provide the mechanism and philosophy we need, are are paramount to readiness improvement from the Commander to the Squad Leader.

Our ultimate goal is MOBILIZATION READINESS. By sharing our ideas through continuous dialogue and cooperation, and by establishing and aggressively pursuing attainable goals, we will achieve the readiness we seek.

LET'S GO AT IT!

Norbert J. Rappl

NORBERT J. RAPPL
Brigadier General, USAR
Acting Commander

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THE DIVISION COMMANDER HAS ESTABLISHED SIX GOALS FOR FY81.

1. IMPROVE TRAINING
2. ACCOMPLISH THE LONG-RANGE RESTATIONING PROGRAM
3. IMPROVE STRENGTH AND ATTENDANCE
4. ACCOMPLISH MOBILIZATION PLANNING
5. IMPROVE LOGISTICS
6. CONSERVE RESOURCES

AGENDA

Saturday, 13 September 1980

0730-0920	REGISTRATION - Lobby
0920-0930	OPENING SESSION - Victorian Room COL Wood, C/S
0930-1600	ROUND ROBIN VISITS (28 min each) BY 06 COMMANDERS AND XO's OR DEPUTIES TO:

Station #1 - Acting Commander (Rm #102)
Station #2 - ADC (Rm #104)
Station #3 - C/S & DC/S (Rm #106)
Station #4 - G1/AG
Station #5 - G3
Station #6 - G2/Dep G3
Station #7 - G4
Station #8 - Compt
Station #9 - ORR/DRC
Station #10 - RG Seneca

(1200-1330)	LUNCH - Victorian Room Remarks by COL Linscott, ADC
1600-1615	BREAK
1615-1730	EXECUTIVE SESSION - Continental Room (#271) Command Group and 06 Commanders only
1900	DINNER - Victorian Room (Civilian Attire) Remarks by BG Rappl, Acting Commander

AGENDA

Sunday, 14 September 1980

0730-0900	REGISTRATION - Lobby	
0900-0915	OPENING COMMENTS - C/S - Victorian Room	COL WOOD
0915-0935	BRIEFING - RG SENECA	COL KENNEDY
0935-0950	BRIEFING - DRC	LTC KOEHLER
0950-1000	AWARDS - G1/AG	LTC KONZ
1000-1015	BREAK	
1015-1125	G3 BRIEFINGS:	
	1015-1045 Improvement of Training	MAJ BILLS
	1045-1100 SQT Update	MAJ BALL
	1100-1115 Mobilization (CAPSTONE, FLW, ARMR I)	MAJ BROCHU
	1115-1125 Mutual Support	LTC PANCZYSZYN
1125-1145	COMPT - FE BRIEFINGS:	
	1125-1135 Conservation of Financial Resources	LTC CARR
	1135-1145 Conservation of Energy & Physical Resources	MAJ PIRELLI
1145-1200	ORR BRIEFINGS:	
	1145-1200 Improvement of Strength	MAJ SMITH
1200-1300	LUNCH - Syramada Room Remarks by COL Rogers, SRAAR	
1300-1340	G1/AG BRIEFINGS:	
	1300-1315 Improvement of Attendance	LTC KONZ
	1315-1325 OER Late Rate	LTC FALLON
	1325-1330 Officer Education	LTC KONZ
	1330-1340 Unit/Position Vacancies	MAJ GRIFFITH
1340-1420	G4 BRIEFINGS:	
	1340-1405 Logistical Improvement Program	LTC RADNICH
	1405-1415 SAILS Conversion	CPT SYDOR
	1415-1420 Food Service	LTC RADNICH
1420-1430	TECHNICIANS AND FULL-TIME SUPPORT	MR. HOLLERAN Division SAA
1430-1515	06 MEETINGS W/SUB CMDS	Division Staff Available
1515-1600	OPEN DISCUSSION AND CLOSING REMARKS	BG RAPPL

SERGEANTS MAJORS MEETINGS

0930-1600	13 SEPTEMBER 1980 (SATURDAY)	
0950-1000	CSM ROBERTS	
1000-1010	ACTING DIVISION COMMANDER	
1010-1020	SGM WALLENHORST	G1
1020-1030	SGM CUDZILO	AG
1030-1040	SGM ANTEN	G2
1040-1050	SGM MILLER	G3
1050-1100		G4
1100-1110	BREAK	
1110-1150	MSG FOSTER	ORR
1200-1330	LUNCH	
1340-1350	CSM PORTER	HEADQUARTERS COMMAND
1350-1400	CSM YOX	TRAINING COMMAND
1400-1410	CSM ALLEN	FIRST BRIGADE
1410-1420	CSM DUBEY	SECOND BRIGADE
1420-1430	SGM CONKLIN	THIRD BRIGADE
1430-1440	CSM VENTUROLI	FOURTH BRIGADE
1440-1450	MSG RAWLS	359TH SIGNAL GROUP
1450-1500	SGM O'HANLON	1209TH US ARMY GARRISON
1500-1510	BREAK	
1510-1520	CSM RANNEY	1151ST USAR SCHOOL
1520-1530	CSM PEABODY	1157TH USAR SCHOOL
1530-1540	SGM CAMELIO	1159TH USAR SCHOOL
1540-1550	SGM DORISKI	SENIOR ENLISTED ADVISOR
1550-1555	CSM ROBERTS	

98TH DIVISION (TRAINING)
COMMANDER'S CONFERENCE - 1980

Roster of Attendees

NAME	RANK
Command Section	
Norbert J. Rappl	BG
Dean L. Linscott	COL
Richard A. Wood	COL
John C. Rogers (SRAAR)	COL
Donald T. Kramer	LTC
Robert K. Suchke (Augmentee)	MAJ
David B. Trumbull	1LT
Taras B. Myhowych	2LT
Robert C. Roberts	CSM
George Doriski (Sr Enl Adv)	SGM
Martin J. Holleran	SAA
Barry J. Finley	SSG
G1	
Richard W. Konz	LTC
John Griffith (Augmentee)	MAJ
Richard J. Wallenhorst	SGM
G2	
Robert G. Stephens	MAJ
Richard A. Anten	SGM

NAME	RANK
G3	
Frank T. Panczyszyn	LTC
Dennis DeMeyer	MAJ
Andrew Brochu (Augmentee)	MAJ
Peter J. Bills (Augmentee)	MAJ
Eugene C. Miller	SGM
Roger G. Morey	MSG
John Meyers	SSG
G4	
Spencer L. Radnich	LTC
Eugene Sydor	CPT
Terrence E. Footer	MSG
AG	
Richard J. Fallon	LTC
Henry J. Cudzilo	SGM
ORR	
Wayne R. Smith	MAJ
David C. Foster	MSG
Fred Schutz	SFC

Roster of Attendees

NAME	RANK
FE	
Fred J. Pirelli	MAJ
Comptroller	
Joseph V. Carr	LTC
Div. Aviation Officer	
James Tinney	MAJ
RG Seneca	
Ralph P. Kennedy	COL
DRC	
Leo Koehler, Jr. (Syracuse)	LTC
Kenneth S. Mink (Albany)	LTC
William R. Rigabar (Buffalo)	LTC
Hqs Command	
Theodore W. Stigler	LTC
Bruce R. Barton	MAJ
Eugene Porter	CSM
Tng Command	
Johnny M. Wilson, Sr.	COL
Richard S. Shumway	LTC
Billy T. Bowers	LTC
Ronald A. Yox	CSM

NAME	RANK
1st Brigade	
George F. Seiferth, Jr.	COL
Francis G. MacFarland	LTC
John S. Jones	LTC
Edward C. Sitts	LTC
Edward L. King	MAJ
Howard C. Allen, 2d	CSM
2d Brigade	
George F. Crowe	COL
Donald G. Armstrong	LTC
David L. Maul	LTC
Daniel Kirst	LTC
Anthony J. Shumski	LTC
Michael R. Wilton	LTC
James E. Bristol	LTC
Herbert Merrill	MAJ
Richard D. Dubey	CSM
3d Brigade	
Lee P. Cornaire	COL
William L. Betts	LTC
Joseph F. Shine	LTC
Albert D. Cadwell	LTC
William R.C. White, Jr.	LTC
Paul J. Langan	MAJ
Raymond D. Conklin	SGM

Roster of Attendees

NAME	RANK
4th Brigade	
Barclay O. Wellman	COL
Dennis Doherty	LTC
Michael A. Pasquarella, Jr.	MAJ
Walt Shannon	MAJ
John Merlino	MAJ
Robert T. Venturoli	CSM
1209th USAG	
Dominick F. Passalacqua	COL
Charles A. Brox, Jr.	LTC
Henry I. Douglas	LTC
Jonathan M. Newman	LTC
Roger W. Hutchinson	MAJ
Robert Fagel	1LT
Michael A. O'Hanlon	SGM
359th Signal Group	
Anthony Maceri	COL
Clement Stahl	COL
George Brege	COL
William Spellicy	LTC
James Ferris	LTC
Kenneth Wilbur	LTC
Alan West	MAJ
William Olin	MAJ
Willard Hunter	MAJ
John Giglio	MAJ
Gerald Porcelli	MAJ
Reginald Rawls	CSM
1151st USAR School	
Anthony J. Smaczniak	COL
Warren J. Ranney	CSM
1157th USAR School	
John A. Dean	LTC
Richard B. Peabody	CSM
1159th USAR School	
Mario J. Pirrello	COL
Sherman Safford	MSG

MENU

SATURDAY, 13 SEPTEMBER 1980

LUNCHEON: 1200-1330 HOURS VICTORIAN ROOM

SALAD
CHOPPED BEEFSTEAK W/MUSHROOM SAUCE
OVEN ROAST POTATO, AU GRATIN
VEGETABLE
SUNDAE CRUNCH
COFFEE, TEA OR MILK

DINNER: 1900 HOURS VICTORIAN ROOM

SALAD
SOUP
ROAST TOP SIRLOIN OF BEEF, AU JUS
BAKED IDAHO POTATO, AU GRATIN
SEASON VEGETABLE
ICE CREAM CAKE ROLL WITH CHOCOLATE SAUCE
COFFEE, TEA OR MILK

SUNDAY, 14 SEPTEMBER 1980

LUNCHEON: 1200 - 1300 HOURS SYRAMADA ROOM

DELI BUFFET

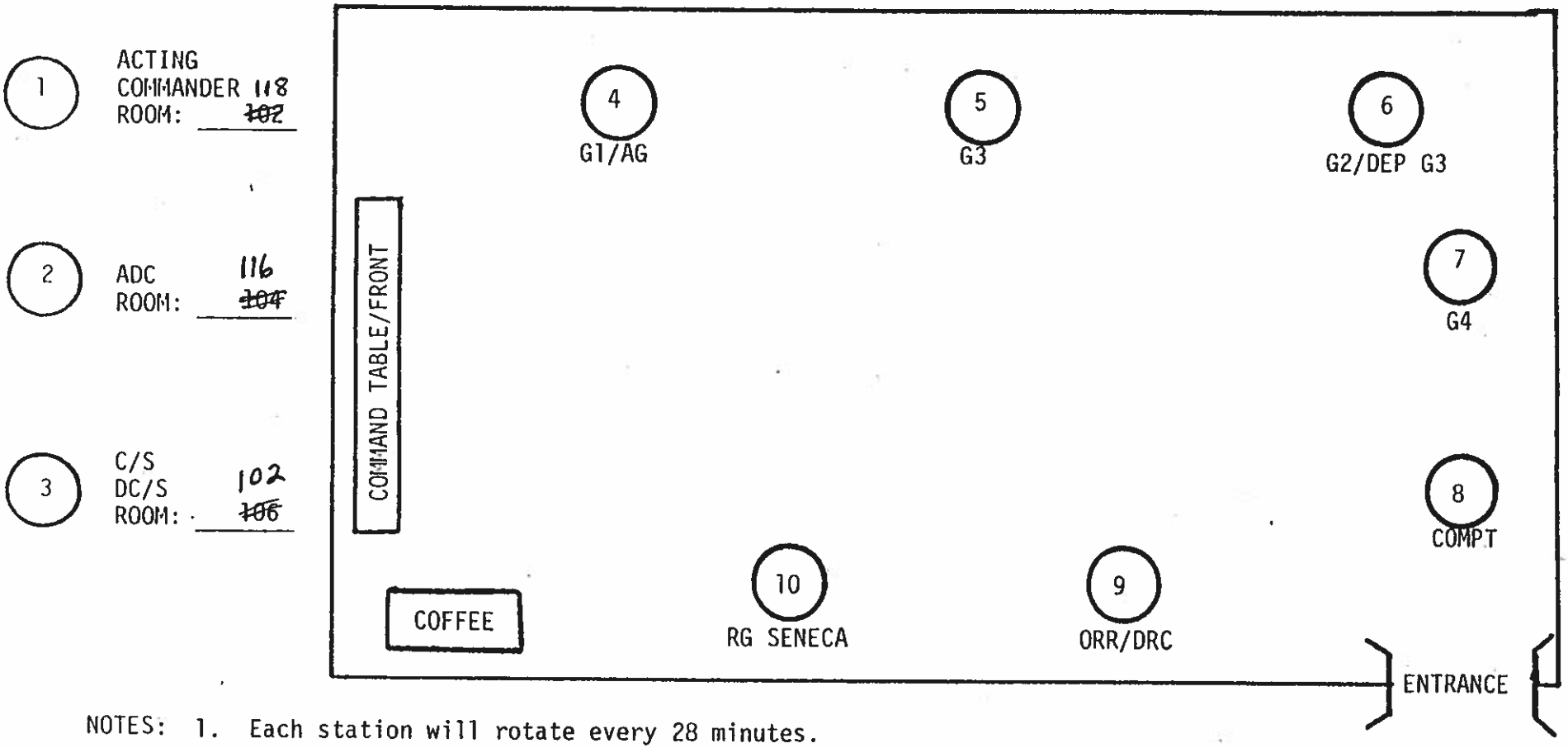
HAM, TURKEY, SLICED CHEESES
MACARONI AND POTATO SALAD
COLE SLAW
TOMATOES, LETTUCE, PICKLES
ASSORTED BREAD AND ROLLS
SHERBERT, JELLO MOLD
COFFEE, TEA OR MILK

ROUND ROBIN STATION TIMETABLE - ROTATE EVERY 28 MINUTES

STATIONS / TIME	1 ACTING CDR	2 ADC	3 CS/ DCS	4 G1/ AG	5 G3	6 G2/ DEP G3	7 G4	8 COMPT	9 ORR/ DRC	10 RG SENECA
0930-0958	1st	2d	3d	4th	TC	359	1209	1151	1157	1159
1000-1028	2d	3d	4th	TC	359	1209	1151	1157	1159	1st
1030-1058	3d	4th	TC	359	1209	1151	1157	1159	1st	2d
1100-1128	4th	TC	359	1209	1151	1157	1159	1st	2d	3d
1130-1158	TC	359	1209	1151	1157	1159	1st	2d	3d	4th
1200-1330	ALL ---- LUNCH---- VICTORIAN ROOM									
1330-1358	359	1209	1151	1157	1159	1st	2d	3d	4th	TC
1400-1428	1209	1151	1157	1159	1st	2d	3d	4th	TC	359
1430-1458	1151	1157	1159	1st	2d	3d	4th	TC	359	1209
1500-1528	1157	1159	1st	2d	3d	4th	TC	359	1209	1151
1530-1558	1159	1st	2d	3d	4th	TC	359	1209	1151	1157
1600-1615	ALL-----BREAK									
1615-1730	EXECUTIVE SESSION: COMMAND GROUP AND 06 COMMANDERS ONLY - CONTINENTAL ROOM (#271)									

( ) - ROUND ROBIN STATIONS - SATURDAY 13 SEPTEMBER 1980

VICTORIAN ROOM



NOTES:

1. Each station will rotate every 28 minutes.
2. Command Sergeants Majors will convene in the Executive Room (#282) at 0930 hours.
3. Commander, 98th Division Headquarters Command, will accompany Commander, Training Command, during round robin.

G-3

FACT SHEET

AFKA-GCD-GC

Action Officer: Mr. Passalacqua
Telephone: Ext 13
Date: 29 August 1980

SUBJECT: Elimination of Semi-Annual Mutual Support Report

PURPOSE: To eliminate an administrative requirement.

FACTS:

1. Mutual Support activities are reported on two separate 98th Division reports. Mutual Support activities can be included in one single report, thereby reducing administrative overload.

2. Effective immediately, the Semi-Annual Mutual Support Report is rescinded. Reference: 98th Division SOP, Section III, Para 38,c,(2)(b), and Para 38,c,(3)(d); Annex JP.

3. All future Mutual Support Activities will be reported on the Quarterly Significant Reserve Component IDT Activities (RCS: AFOP-164) Report. Reference: Para 18, Section III, 98th Division SOP.

4. Attached (Tab A) is sample letter and format to be used on all future Quarterly Significant Reserve Component IDT Activities Reports commencing the Second Quarter FY-81. Reports will be consolidated at major subordinate headquarters as described on sample inclosure. Mutual Support Activities will be listed in this report where applicable.

5. Revised Section III, 98th Division SOP, will reflect these changes.

Tab A: Sample Letter

FACT SHEET

S A M P L E

1209th US Army Garrison
98th Division (Training)
East Molloy and Townline Roads
Mattydale, New York 13211

AFKA-GCD-GAR 15 August 1980

SUBJECT: Quarterly Significant Reserve Component IDT Activities Report

Commander
98th Division (Training)
ATTN: AFKA-GCD-GC
2035 North Goodman Street
Rochester, New York 14609

1. Reference 98th Division SOP, Section III, paragraph 18.

2. This Headquarters reports the following consolidated significant IDT activities for this command for the months of October, November, December 1980:

a. HHC, 1209th USAG:

(1) 13-14 September 1980, Mattydale, NY, MOBEX-80 Workshop. Will include planning for Fort Drum augmentation.

(2) 4-5 October 1980, Fort Drum, NY. Range Firing and Individual Training, including Land Navigation, NBC, Safety, First Aid. Assistance provided by 98th Division Training Command and RG Seneca.

b. 413th S&S Battalion: 18-19 October 1980, Tobyhanna Army Depot. Hands-on training for selected personnel from HHC, 1018th and 1019th S&S Co's.

c. 464th Engineer Battalion:

(1) 3-5 October 1980, Fort Drum, NY. FTX for entire Battalion conducted by 76th MTC and RG Seneca.

(2) 1-2 November 1980, Saratoga Boy Scout Camp. Road grading and bulldozing by unit personnel. 12B SQT practice, HHC and Company C only.

(3) 1-2 November 1980, Horseheads, NY. Mutual Support to 2/392/3d Brigade. Companies A and B providing hands-on 12B training to 2d Battalion personnel in bridging, demolitions and mine sweeping.

DOMINICK PASSALACQUA
COL, INF, USAR
Commanding

S A M P L E

FACT SHEET

AFKA-GCD-GC

Action Officer: Mr. Passalacqua
Telephone: Ext 13
Date: 29 August 1980

SUBJECT: Use of Additional Training Assemblies (ATA's)

PURPOSE: ATA's have been authorized and allocated to subordinate commanders for use to plan and prepare for training (Training Calendars, YTP's, Quarterly Training Schedules, Lesson Plans), requisitioning and drawing of training aids and devices, reconnoitering/coordinating WET Sites and other training, administration and planning acitvities. Some commanders do not utilize these resources, resulting in a "turn-back" to First Army for redistribution.

FACTS:

1. ATA's, while limited to twelve (12) per individual per training year, are provided to specifically assist commanders and staffs to plan effective, meaningful training.

2. Those who have consistently used ATA's in their training planning process have demonstrated marked improvements.

3. Ideally, once units have completed their 2-Year Training Calendars and YTP's, ATA's can and should be used each month to plan and prepare for each succeeding IDT assembly.

4. Instructors, platoon/section/squad leaders, and others should uses ATA's to prepare for the tasks to be completed during IDT assembly.

5. Further, ATA's should be used during the period (day or night) when the individual has access to the Reserve Center and its facilities/supply/training rooms to effectively plan sound training.

RECOMMENDATION: Commanders should closely monitor their ATA allocation and insure each is used to directly plan and prepare for Inactive Duty Training, and that the ATA program is properly administered and reported through appropriate command channels.

NOTE: Utilization sheet attached.

Tab A: ATA Utilization Sheet

FACT SHEET

ATA UTILIZATION SHEET

UNIT	ALLOCATED	USED	BALANCE (AS OF 1 AUG 80)
Hqs Cmd	80	45	35
Tng Cmd	138	79	59
1st Brigade	160	30	130
2d Brigade	277	154	123
3d Brigade	350	199	151
4th Brigade	148	82	66
*1209th USAG	1594	1189	405
359th Sig Gp	701	464	237

*Includes 98th Division Aviation Section

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Bills
Telephone: Ext 31
Date: 30 August 1980

SUBJECT: BTMS Follow-Up Report

FACTS:

1. The attached report format is used by G3 personnel and Training NCO Augmentees in the evaluation of BTMS implementation. The format itself is self-explanatory, assuming that the reader has a basic knowledge of the BTMS concepts.

2. It is offered to all units as a means of checking themselves and assisting in their planning.

Tab A: Report Format

FACT SHEET

DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL	SUBJECT
AFKA-GCD-GC	BTMS Follow-Up Report

TO	FROM	DATE	CMT 1
G3			

1. On _____, a visit was made to the _____.

2. The unit received BTMS workshops as follows:

TMW - _____ PTW - _____

TSW - _____ TW - _____

3. Areas of interest:

a. Are Commanders using Commanders Manual and Soldiers Manual to identify soldier critical task lists for training; Integrating soldiers' tasks into ARTEP tasks?

b. Is the unit identifying Unit Mission/Task List?

c. Are unit NCOs involved in the training of their subordinates?

d. Has the YTP been developed from an analysis of where the unit stands in regard to individual/unit tasks identified?

e. Does the YTP identify where the unit wants to be (OBJECTIVES), and how it is going to get there (Training Required)?

f. Have resources (time, personnel, equipment) to support Training Required been identified and is it on hand/on order?

g. Are training meetings being supported to review up-coming training? Does the review include resources to support training?

h. Is training conducted performance-oriented training?

i. Do training schedules reflect orientation on performance to standard vs. time?

j. Is professional development of officers and NCOs considered, i.e., Correspondence Courses, USAR Schools, NCOPP, Learning Centers?

k. Generally, is BTMS having a positive impact on training?

l. Are there any factors beyond unit control adversely affecting BTMS implementation?

m. Other comments as appropriate?

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Bauer
Telephone: Ext 32
Date: 26 August 1980

SUBJECT: Two-Year Training Calendar

PURPOSE: The Two-Year Training Calendar is a training tool which will aid battalion, separate company and detachment commanders in preparing Yearly Training Programs.

FACTS:

1. Within the 98th Division (Training) only the following major subordinate commands (Headquarters Command, Training Command, 1st, 2d, 3d, and 4th Brigades, 359th Signal Group, 1209th US Army Garrison) will prepare and submit Two-Year Training Calendars.

2. The Two-Year Training Calendar will be a broadly stated, informal, working document which can be revised, displaying a general plan for long range training objectives, events, support requirements, and resources. As a minimum, these objectives will cover individual, collective, staff, and multi-echelon training. The calendar will also show AT dates, known CPX/FTX/JTX, evaluations, weapons firing, deployment training, and other special training events.

3. The Two-Year Training Calendar will be updated yearly and will be prepared in a matrix, calendar format.

4. For further information, the following references are given:

a. FORSCOM Reg 350-2, 17 April 1980, effective 1 October 1980.

b. FORSCOM/TRADOC Reg 140-3.

c. 98th Division SOP, Annex JA.

d. Battalion Training Management System (BTMS) Training Managers Workshop (TMW) RC-80-1.

FACT SHEET

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Brochu
Telephone: Ext 33
Date: 2 September 1980

SUBJECT: WET Sites

FACTS:

1. Scotia, NY (Eastern Area) - Has been eliminated; however, DA is willing to support another area if we can locate one. 1st Brigade, 1209th USAG and 359th Signal Group will give the area another look and try to locate something else.

2. Skaneateles, NY (Central Area) - Site is available and being used. SITE SOP will be distributed at G3/S3 conference.

3. Floyd, NY (Utica Area) - Site will be available for use in October 1980.

4. WET Sites must be used a maximum number of weekends as practicable per year to insure long term availability of these sites.

5. Requests for sites will be directed to G3 (AFKA-GCD-GC) for the present time; however, host unit will be designated in the near future.

FACT SHEET

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Brochu
Telephone: Ext 33
Date: 26 August 1980

SUBJECT: AT-81 Schedule

FACTS:

1. OCONUS Tours (To Date):

   a. 332d OD BN: 18 Oct - 1 Nov 80 2 personnel
   25 Oct - 8 Nov 80 8 personnel

   b. 300th OD BN: 7 - 17 April 81 5 personnel

   c. 962d OD BN: 9 - 19 May 81 2 personnel

b. Normal AT Tours: Up-to-date schedule will be distributed at conference.

FACT SHEET

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Brochu
Telephone: Ext 33
Date: 26 August 1980

SUBJECT: Restationing

FACTS:

1. Disapproved by DA.

2. Division is reviewing plan for possible resubmission of partial implementation. Nothing planned for near future.

FACT SHEET

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Brochu
Telephone: Ext 33
Date - 2 September 1980

SUBJECT: Ammunition

FACTS:

1. Units must close FY-80 account prior to FY-81 request.

2. The following units have open accounts at Fort Drum. Major Subordinate Commands will contact Fort Drum and clear accounts as soon as possible.

	Close Out Date
1979	
1157th USAR School	20 Apr 79
1st Bn, 98th Regt, 4th Bde	8 Jun 79
CO, 2d Bn (Auto), 98th Regt, 4th Bde	31 May 79
HQ, 1st Bn, 391st Regt, 2d Bde	8 Feb 79
HHD, 1st Bn, 390th Regt, 2d Bde	20 Apr 79
1980	
Hqs, 1st Bn, 389th Regt, 1st Bde	3 Jun 80
401st CA Co	6 Jun 80
HHD, 2d Bn, 98th Regt, 4th Bde	6 Jun 80
3d Bn (Admin), 98th Regt, 4th Bde	15 May 80
413th S&S Bn	25 Apr 80
409th Pers Svc Co	13 Jun 80
HHC, 2d Bn, 392d Regt, 3d Bde	5 Jun 80
Co C, 464th Engr Bn	12 Jun 80
Hqs, 2d Bn, 391st Regt, 2d Bde	9 Apr 80
1st Bde - Schenectady	28 May 80
1st Bn, 98th Regt, 4th Bde	19 Jun 80
HHC, 1st Bn, 390th Regt, 2d Bde	24 Jun 80
Hqs Cmd, 98th Div	12 Aug 80
2d Bn, 390th Regt, 2d Bde	19 Apr 80

3. Ammunition SOP will be discussed at G3/S3 conference. Units should review and bring questions to conference. Special interest areas are FORECASTING and REQUISITIONING.

4. Attached are statistics on allocations and use per Major Subordinate Command in 1980.

FACT SHEET

% DEVIATION FROM 1980 ALLOCATIONS

	A SMALL ARMS	B OVER 30 MM	G GRENADES	H ROCKETS	K CHEMICAL	L SIMULATORS	M EXPLOSIVES	TOTAL $ ACTUAL	DEVIATION FROM 1980 BUDGET % OF $
HQ/TNG/USAR	-21%	-34%		--	-60%		+3%	8,470	-14%
1ST BDE	-23%			--			$+100^{+}$%	1,632	+1%
2D BDE	+10%			--				3,256	-52%
3D BDE	-11%			--			$+100^{+}$%	6,086	+35%
4TH BDE	-45%			--				1,720	-45%
359TH	+2%	-58%	-12%	--	100%	100%	100%	6,034	+10%
1209TH	+2%		+25%	--	0%	-9%	-40%	26,914	+68%

NOTE: $+100^{+}$% = not budgeted

FACT SHEET

AFKA-GCD-GC

Action Officer: CPT Quinn
Telephone: Ext 30
Date: 29 August 1980

SUBJECT: Drill Sergeant STatus

FACTS:

1. Drill Sergeant strength data is listed at Tab A.

2. Significant changes since the preceding report (20 December 1979) are as follows:

a. Certified DS in 1st Brigade dropped from 88 to 45, total trainers dropped from 88 to 77, but the number of DS in school increased to 32.

b. Total 3d Brigade DS in school increased from 65 to 81. STC DS in school increased from none to five. There was relatively little status change in 2d and 4th Brigades and Leadership Academy.

3. 98th Division (Training) Circular 350-3, "Division Drill Sergeant Schools" has recently been published.

TAB A: Drill SGT Status

FACT SHEET

Action Office: G3 (Indiv Tng)

As Of: 28 July 1980

DRILL SERGEANT STATUS

UNIT	AUTH	CERTIFIED DS ASSIGNED	DS TRAINEES IN SCHOOL	TOTAL DS TRAINERS	% OF AUTH	PROJECTED 180 DAY LOSSES	PROJECTED 180 DAY GAINS	NOTES
1/389th	16	11	8	19	119	-	-	
2/389th	16	8	6	14	87	1	8	
3/389th	56	26	18	44	78	-	-	
TOTAL 1st Bde	88	45	32	77	87	1	8	
1/390th	40	24	4	28	70	-	-	
2/390th	40	29	4	33	82	3	4	
3/390th	40	37	31	68	170	-	6	
1/291st	24	18	0	18	75	-	-	
2/381st	40	26	10	36	90	-	3	
TOTAL 2d Bde	184	134	49	183	99	3	13	
1/392d	40	34	16	50	125	2	3	
2/392d	40	19	19	38	95	0	3	
3/392d	40	20	23	43	108	4	3	
3/391st	40	18	22	40	100	0	2	
TOTAL 3d Bde	160	91	80	171	110	6	11	
HHC 1/98th	15	19	2	21	140	-	-	
2/98th	15	17	0	17	113	-	-	
3/98th	15	17	0	17	113	-	-	
TOTAL 4th Bde	45	54	2	56	124	-	-	
98th STC	15	8	5	13	87	-	-	
Leadership Acad	21	10	9	19	90	-	-	
98TH DIV TOTAL	513	342	177	519	101	10	32	

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Bills
Telephone: (716)671-8220, ext 31
Date: 3 September 1980

SUBJECT: Improve Training/BTMS and Sergeants Business Implementation

PURPOSE: To describe changes which are necessary in order to fully implement BTMS and Sergeants Business, and to present some of the hindrances to this implementation.

FACTS:

1. Perhaps the singularly most effective means of improving training is to fully implement BTMS. More specifically, the portion of BTMS called Sergeants Business will do more to improve training than any other portion. Many individuals feel that all of the portions and phases of BTMS are aimed at providing an environment in which Sergeants Business will thrive.

2. Implementing BTMS has been a goal and units are trying to implement, but some hindrances exist:

a. Our own perceptions, which have been developed thru personal study and experience, may become outdated and hinder our ability to implement new programs.

b. Many written documents, i.e. 98th Division SOP, have not been rewritten to incorporate the principles of BTMS. In the case of the 98th Division SOP, this is being accomplished now. Units are unable to implement BTMS and meet the requirements of older written documents.

3. Some of the perceptions that are hindering our ability to implement are:

a. Individuals perceive that there is a great amount of required training. Division Circular 350-1 states that the only required training is weapons qualification or familiarization. Many administrative requirements exist, but only one training requirement.

b. Individuals perceive that detail on training schedules and YTP's is needed and required by higher headquarters, OTE and the IG. This perception has developed from prior inspections and reports that criticize the specifics of that detail. Only as much detail as is needed by the user of the document is required.

c. Once a training schedule is forwarded, it is "locked in concrete" and can't be changed. This is true in the case of date and location changes which require advance notice to First US Army in order to change. Presently, the SOP also specifies that subject matter changes need to be forwarded to Division 30 days in advance. This requirement cannot be met and allow BTMS/SGTS Business to function, and consequently, this requirement is being changed.

FACT SHEET

d. Some units perceive they must have maximum attendance in order for BTMS to function. BTMS/SGTS Business is developed to function on reduced strengths.

e. Some units perceive that, due to the type unit they happen to be, they have certain hindrances to implementing BTMS. This is basically true; each unit has its own problems to overcome based on the type unit. BTMS can apply to any and all organizations, and it is up to us to overcome these problems. No one will do it for us.

4. In order to fully implement BTMS and SGTS Business, we need to:

a. Eliminate outdated perceptions. This can only be accomplished by our own example and understanding.

b. Change the training schedule format to that used in BTMS. This will be accomplished thru the SOP change and a change in the 98th Division form itself. See the attached example.

c. Make time specifically available on the training schedule for SGT's Business. This can be accomplished by allowing a general topic subject and using "Soldiers Manual" as the reference.

d. Force the use of Job Books or a facsimile when they are not available.

e. Allow the training schedule to be changed whenever it is necessary to do so. Report these changes, after the fact, at the end of the quarter.

f. Each unit must develop a listing showing the correlation between ARTEP tasks and Soldiers Manual tasks.

UNIT TRAINING SCHEDULE PAGE ___ OF ___ PAGES	UNIT				ARTEP	DATE
	STATION				INCLUSIVE DATES FROM:	TO:
WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM

Personnel of this organization are hereby ordered, subject to appropriate provisions of law and regulation, to, attend the inactive duty training assemblies scheduled herein for the period _____ to _____ inclusive.	Typed Name and Grade of Unit Cdr	Signature

NOTES

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Bauer
Telephone: Ext 32
Date: 26 August 1980

SUBJECT: Two-Year Training Calendar

PURPOSE: The Two-Year Training Calendar is a training tool which will aid battalion, separate company and detachment commanders in preparing Yearly Training Programs.

FACTS:

1. Within the 98th Division (Training) only the following major subordinate commands (Headquarters Command, Training Command, 1st, 2d, 3d, and 4th Brigades, 359th Signal Group, 1209th US Army Garrison) will prepare and submit Two-Year Training Calendars.

2. The Two-Year Training Calendar will be a broadly stated, informal, working document which can be revised, displaying a general plan for long range training objectives, events, support requirements, and resources. As a minimum, these objectives will cover individual, collective, staff, and multi-echelon training. The calendar will also show AT dates, known CPX/FTX/JTX, evaluations, weapons firing, deployment training, and other special training events.

3. The Two-Year Training Calendar will be updated yearly and will be prepared in a matrix, calendar format.

4. For further information, the following references are given:

a. FORSCOM Reg 350-2, 17 April 1980, effective 1 October 1980.

b. FORSCOM/TRADOC Reg 140-3.

c. 98th Division SOP, Annex JA.

d. Battalion Training Management System (BTMS) Training Managers Workshop (TMW) RC-80-1.

FACT SHEET

NOTES

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Bills
Telephone: 716-671-8220, ext 31
Date: 3 September 1980

SUBJECT: MOLC Status

PURPOSE: To report the current MOLC status, plans and intentions for improvement within the Division.

FACTS:

1. TAB A shows the current status of Course Manager Trainers as last reported. Understandably, some changes may have occurred and will not be reported until the end of this quarter.

2. 98th Division G3 intends to arrange Course Manager Trainers Seminars during TY 81. The number of seminars actually arranged will be dependent upon funding and availability of seminar trainers from Fort Eustis. The target is to arrange for three seminars. The first seminar arranged will be conducted in the central or eastern portion of the state, and priority of available student allocation will be to 1st Brigade.

3. TAB B shows the current location of MOLC Training Packets within the Division.

4. Additional MOLC Training Packets are needed within the Division, and must be purchased. A minimum of four additional packets is needed, and if obtained, the allocation for each training Brigade would be increased to two. The acquisition of these four and any other packets is dependent upon the availability of funds and current cost from the manufacturer.

FACT SHEET

TAB A

COURSE MANAGER TRAINERS AS OF 3 SEPTEMBER 1980

First Brigade	None	
Second Brigade	3	Shepis[a], Doyle[b], Tripp[b]
Third Brigade	2	Randall, McCracken[b]
Fourth Brigade	13	Breen, +12 ea[c]
Leadership Academy	2	Fournier, Watkins
1151st USAR School	4	Chapman, Grasso[b], Lehmann[b], Aran
1157th USAR School	2	Shufelt, Gershon
1159th USAR School	2	Reese, Antioco
98th Division Headquarters	1	Gambell
	29	

a - Attached from 1151st USAR School

b - Received qualification at Fort Lee this AT

c - Received qualification at Fort Dix this AT

TAB B

MOLC TRAINING PACKETS

	Allocated	On Hand
1st Brigade	1	0[a]
2d Brigade	1	1
3d Brigade	1	1
4th Brigade	1	2[a]
Leadership Academy	1	1
1151st USAR School	1	1
1157th USAR School	1	1
1159th USAR School	1	1
98th Division Headquarters	0	0

a - No Course Manager Trainer on hand to utilize packet. Packet will be transferred to 1st Brigade as soon as a Course Manager Trainer is qualified within 1st Brigade

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Curran
Telephone: 716-671-8220, ext 13
Date: 4 September 1980

SUBJECT: Mutual Support Missions

PURPOSE: This Fact Sheet is to inform the Major Subordinate Commands of the Mutual Support Activities of the Division from 1978 to the present, and to request recommendations from the Major Commands on Mutual Support Activities for the future.

FACTS:

1st Bde & 479th Engr Bn	Equip Tng	1978
3d Bde & 464th Engr Bn, 479th Engr Bn	ARTEP Sup	1979
3d Bde & 464th Engr Bn	12B Tng	Ongoing
3d Bde & 479th Engr Bn	Camp Edwards	AT 80
3d Bde & 4th Bde	Special Mission	AT 80
3d Bde - ROTC	Range Firing	IDT
Training Command & National Guard	EIB Testing	IDT 80
401st, 402d & 414th CA	Cubans at FIG	AT 80
1209th USAG	Fort Drum	Ongoing
403d CA & 42d Inf Div	MAPEX	AT 80
464th Engr Bn, LA, 1019th	Engr Tng at WETS	AT 80
1st Bde & B Co, 76th Engr Bn	Fort Drum	AT 80
300th Ord Bn	Seneca Support	Ongoing
359th Sig Gp, 98th Sig Bn, 692d Sig Co	Go Between Circuits III	AT 80
Seneca Army Depot	Engr Projects	Ongoing

FACT SHEET

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ DeMeyer
Telephone: 716-671-8220, ext 32
Date: 4 September 1980

SUBJECT: Mobilization Planning - 98th Division (Training)

PURPOSE: The purpose of this Fact Sheet is to update Commanders of the 98th Division (Training) units on current mobilization planning for the Division.

FACTS:

1. Alignment of Training Division MTOE and FLW Mobilization TDA is ongoing. Many shortcomings and misalignments have been identified, but not resolved.

2. We are awaiting DA guidance on our MTOE organizational structure.

3. Transfer of operational control of combat, combat support, and combat service support units to 77th ARCOM, on M-Day, is being jointly addressed to insure a smooth transition.

4. Current and complete unit movement plans must be on file at Fort Drum. All units, down to company level, are required to forward current movement plans, with annexes, through channels, whenever updating is accomplished. To date, Fort Drum has no current movement plans from 98th Division units. Our target is to have current movement plans from all 98th Division units on file at Fort Drum by 3 October 1980.

FACT SHEET

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Brochu
Telephone: 716-671-8220, ext 33
Date: 4 September 1980

SUBJECT: Superior Unit Award

FACTS:

1. Reference 98th Division (Training) Letter of Instruction (LOI), dated 15 May 1980, subject as above.

2. Superior Unit Awards: Units must submit completed 1A Form 606-R with a transmittal letter through this Headquarters, ATTN: AFKA-GCD-GC, NLT 15 November 1980. Listed below are the prerequisites for units to qualify for the award.

a. Maintain an average of 95% authorized strength throughout the training year.

b. 98% of assigned strength, excluding REP 63 personnel on or awaiting initial ADT and authorized overstrength, must be MOS qualified at the end of the training year.

c. Maintain an average of 90% attendance, including constructive attendance, during IDT.

d. Attain an attendance of 95% of assigned strength, including constructive attendance, during the AT period.

e. Areas for the narrative emphasis are:

(1) Participation in mission-type mutual support.

(2) Completion of significant mission-related civic project.

(3) Competition in individual/team marksmanship program.

f. Satisfactory rating on most recent general inspection.

FACT SHEET

FACT SHEET

AFKA-GCD-GC

Action Officer: CPT Brolsma
Telephone: 716-671-8220, ext 30
Date: 4 September 1980

SUBJECT: Skill Qualification Testing

PURPOSE: This Fact Sheet will provide an update of the skill qualification testing currently being conducted in the Division.

FACTS:

1. The G3 SQT Management Section conducted a Division-wide MOS inventory during AT 80. Statistics were compiled down to Company level. A recapitulation of MOS by unit will be available to hand out at the G3/S3 conference.

2. Plans and preparation are underway to utilize the Test Quality Management Section to administer the 12B Hands on Component to all units again in the 1981 test window. In addition, the 94B, 76Y and 71L MOS HOC will also be administered by the TQMS.

3. The Division MOS inventory substantiated that the 12B, 94B, 76Y and 71L are the most dense MOS within the Division. In all cases, the magnitude of the authorized positions of these MOSs justifies utilization of the TQMS:

MOS	Authorized Division Positions
12B	1877
71L	778
94B	328
76Y	304

4. Major Subordinate Commands, reporting Battalions, and in some cases individual Companies, will be assigned the responsibility for testing the HOC in the remaining MOS. Selection of any one unit for this responsibility will be dependent on the unit's mission, geographical location and special expertise.

5. The Division SQT Workshop will be conducted on 22 and 23 November 1980. The workshop is a one-day session to be conducted at the Webster and Mattydale USAR's. Unit assignments as to which conference to attend will be given at the G3/S3 conference. The workshop format is as follows:

I SQT Briefing
II Format of Workshop
III Unit SQT Coordinator Tasks
IV Battalion, Brigade and Division Tasks

FACT SHEET

6. The 1978-1980 SQT results indicate an extremely poor record and a clear lack of command emphasis. During this time period, 725 EM should have been administered an SQT. Records forwarded for processing indicate only 159 EM were tested.

7. The SQT program conducted at unit level will become an item for IG review beginning with the 1981 test window.

NOTES

COMPTROLLER / FACILITIES ENGINEER

FACT SHEET

AFKA-GCD-RM

Action Officer: Ruth Stewart
Telephone: Ext 22
Date: As of 31 July FY 80

OMAR
(In thousands of dollars)

	FY 79 Actual	FY 80 Target	FY 81 Guidance
	1,200.7	1,375.8	1,358.5
Travel	(140.0)	(181.9)*	(216.8)
POL	(176.1)	(220.5)**	(300.9)

1. Bulk POL cost increased +158% between Oct and April FY 80.

2. Travel costs are soaring - both mileage and Per Diem allowances are expected to increase drastically

3. Ratio of POL and Travel to total target available has been 26% (FY 79), 29% (FY 80 - travel restrained 3rd and 4th quarters) and is projected at 38% (FY 81).

*91.4% used thru 31 July
**80.2% used thru 31 July

FACT SHEET

AFKA-GCD-RM

Action Officer: Ruth Stewart
Telephone: Ext 22
Date: As of 31 July FY 80

Annual Training
(In thousands of Dollars)

FY 79 Actual	FY 80 Target	FY 81 Guidance
3,113.0	3,631.4	none provided Projected Expense: 4,070

1. No guidance provided in FY 81 because when COBE was prepared, higher headquarters thought AT would become an open allotment. However, that has changed and Division will again control AT targets with a firm travel limitation.

2. Following are firm AT guidelines:

a. Advance Party is limited to not more than 8% of the AT strength.

b. Unit AT is 14 days plus allowable travel time.

c. Home Station AT is 12 days.

d. No individual will perform more than 17 days of AT per fiscal year.

FACT SHEET

AFKA-GCD-RM

Action Officer: Ruth Stewart
Telephone: Ext 22
Date: As of 31 July FY 80

Schools
(In thousands of dollars)

FY 79 Actual	FY 80 Current Target	FY 81 Guidance
93.9	331.7	309.4

Comments:

Comparative high use of schools funds is attributed to funding of BTMS and MOLC (173.3).

FACT SHEET

AFKA-GCD-RM

Action Officer: Ruth Stewart
Telephone: Ext 22
Date: As of 31 July FY 80

Special Projects
(In thousands of dollars)

FY 79		FY 80		FY 81
Initial	Final	Initial	Final	Initial
407.6*	606.9	370.0	463.5	390.3

(*Incl MOBEX 175.1)

Comments:

1. Cost per MDS continues to inflate as a result of pay raises and travel cost increases.

2. Travel costs have been inflating at a rate of approximately 5% per month.

3. Number of MDS available in FY 81 will be determined by Division effectiveness in restraining travel costs.

FACT SHEET

AFKA-GCD-RM

Action Officer: LTC Carr
Telephone: Ext 22
Date: 14 September FY 80

Attached are materials used for Comptroller briefing presented at FY 80 Division Commanders Conference:

1. SSAMS Excerpt "Navy Cuts Bucks for Drillers."

2. MDS Average cost/OMAR POL/Travel.

3. RPA Travel Costs.

4. Economy Measures.

SSAM, No 23 dtd Aug 1980

NAVY CUTS BUCKS FOR DRILLERS

"A SHORTAGE OF MONEY HAS FORCED THE NAVAL RESERVE TO CUT BACK ON PAID DRILLS FOR SOME MEMBERS SO THAT OTHERS MAY CARRY OUT THEIR ANNUAL TWO WEEKS ACTIVE DUTY TRAINING.

THE DOLLAR CRUNCH APPLIES TO FISCAL YEAR 1980, WHICH ENDS ON SEPTEMBER 30, BUT THE CUTBACK ON PAID DRILLS WAS MADE DURING JUNE AND JULY.

Maintaining the highest possible degree of unit readiness was the rationale for reducing the number of paid drills in favor of using those dollars to send reservists to various fleet locations for annual active duty training.

The Navy has about 86,500 members in its Selected Reserve, the most highly trained part of the Naval Reserve and the first to go in the event of mobilization."

% O'MAR TARGET DEDICATED TO POL AND TRAVEL

FY 78	FY 79	FY 80	FY 81 (PROJECTED)
22.4%	26.3%	29.2%	38.1%

AVERAGE COST SPECIAL PROJECTS MDS

$60	$70	$84	$95

RPA TOTAL TRAVEL COSTS
(IN THOUSANDS OF DOLLARS)

FY 79	FY 80 (WITH RESTRAINTS)	FY 80 (UNRESTRAINED)	FY 81 PROJECTED (UNRESTRAINED AT)
585.3	765.9	1,038.3	950.6

AT TRAVEL

417.9	565.3	788.3	625.0

DEPARTMENT OF THE ARMY
HEADQUARTERS, 98TH DIVISION (TRAINING)
515 RIDGE ROAD
WEBSTER, NEW YORK 14580

AFKA-GCD-RM 20 March 1980

SUBJECT: OMAR Travel Limitation

SEE DISTRIBUTION:

1. Reference AR 37-20, AR 37-21, and C9 98th Div (Tng) SOP dtd 1 Dec 78, Section V annex RB:

2. A travel target reduction and travel limitation has been received for OMAR. A limitation is subject to the provisions of RS 3679. Regardless of the availability of other funding, limitations imposed cannot be exceeded; reprogramming is not authorized.

3. Effective immediately travel targets provided to Major Subordinate Commands are withdrawn. All OMAR travel (DD Forms 1610 and commercial travel for IDT) will be centrally controlled at this headquarters.

4. Commanders will insure that no individual performs OMAR travel in advance of receipt of published orders. Requests for exception and/or verification that orders have been published will be addressed to this headquarters, ATTN: AFKA-GCD-RM (716-671-8220 Ext. 22). Only the Fund Certifying Officer (Ruth T Stewart) or the Alternate Fund Certifying Officer (Eugene Sydor) has the authority to approve travel in advance of receipt of orders.

5. The following economy measures will be practiced to the maximum extent possible:

a. Every effort will be made to use telephones and mail in place of travel for coordination and supply turn-in/issue. Trips to installations will be coordinated so all units within a Center are serviced in a single trip.

b. Military Technicians and Full Time Manning personnel will travel to Annual Training on the unit AT order, and will travel commercially.

c. Government quarters and mess will be used to the maximum extent possible.

AFKA-GCD-CS 20 March 1980
SUBJECT: OMAR Travel Limitation

d. The cheapest mode of transportation (military or commercial) will be used. When both Civilian and Military personnel travel to common sites, it is most economical when the Military person drives a POC and the Civilian travels as a passenger. Normally, military transportation is the most economical.

e. Rental car will be requested only when it is the cheapest form of transportation or when absolutely essential for mission accomplishment.

f. DD Form 1610 travel for Civilian and Military personnel for attendance at pre-camp conferences or AT visits is discouraged and will be approved only if it is obviously essential to successful AT's.

g. Commanders and other conferences will be limited to one-day (including travel) and participation by Military and Civilian Technicians will be limited to those personnel whose attendance is essential.

h. Numbers of individuals conducting staff assistance/inspections on DD Forms 1610 will be limited to the minimum necessary to accomplish the inspection/assistance.

5. The OMAR Travel Limitation includes Element of Expense 2200 (Transportation of Things). All requests for Government Bills of Lading will be submitted thru this headquarters (ATTN: AFKA-GCD-RM) for fund certification. Requests for GBL will be limited to those essential to mission accomplishment.

6. This headquarters will continue to make every effort to insure that requirements for OMAR travel are met.

FOR THE COMMANDER:

for RICHARD A. WOOD
COLONEL, GS, USAR
Chief of Staff

DISTRIBUTION:
"A" and "B"

DEPARTMENT OF THE ARMY
HEADQUARTERS, 98TH DIVISION (TRAINING)
515 RIDGE ROAD
WEBSTER, NEW YORK 14580

AFKA-GCD-RM 5 March 1980

SUBJECT: RPA Economy Measures

TO: See Distribution

1. A Congressional reduction to RPA Annual Training, School and Special Project (MDS) travel and per diem funds, requires us to become even more economical in all uses of travel funds. The Division Commander has directed that the following economy measures be practiced:

a. Government quarters and mess will be used to the maximum extent possible.

b. The cheapest mode of transportation (military or commercial) will be used for unit AT. In the interest of energy conservation, POV use remains limited to 25%.

c. Rental car will be requested only when it is the cheapest form of transportation or when absolutely essential for mission accomplishment.

d. Attendance at pre-camp conferences is limited to one person per battalion or separate unit.

e. Visits to unit AT are limited to one visitor from the next higher headquarters.

f. Commander's and other conferences will be limited to one day (including travel).

g. Conferences/classes will be scheduled in other than high-cost areas.

h. Classes/seminars/conferences will be scheduled so that instructors and not participants travel.

i. Numbers of individuals conducting staff assistance/inspection visits will be limited to minimum necessary to accomplish inspection/assistance.

AFKA-GCD-RM 5 March 1980
SUBJECT: RPA Economy Measures

j. Commanders/staff will individually review and recommend individuals for home station AT who can best serve the unit/section at home station.

k. No home station AT will be requested or approved for individuals who are eligible for per diem.

2. Requests for exceptions together with cogent reasons for the exception will be addressed to this headquarters, ATTN: AFKA-GCD-RM (716-671-8220 ext 22) during the planning phase and definitely before submission of requests for orders.

FOR THE COMMANDER:

JOSEPH V. CARR
LTC, FA, USAR
Comptroller

DISTRIBUTION
"A" and "B"

FACT SHEET

AFKA-GCD-FE

Action Officer: MAJ Pirelli
Telephone: 671-8220/46
Date: 5 Sep 80

SUBJECT: Commander's Goal #6 - Energy Conservation

PURPOSE:

To provide Commanders with the status of the facilities energy conservation program.

FACTS:

1. In 1976, DOD directed implementation of an energy conservation program, restricting fuel consumption to FY 75 levels ("no growth"). This policy remained in effect through FY 78.

2. In October 1979, DOD directed implementation of the President's Emergency Building Temperature and Hot Water Restriction Program. This program requires a reduction in utilities consumption of 5% per year for FY 80 to FY 85. To achieve this reduction, building temperatures are restricted to 65° for occupied rooms and 55° for unoccupied areas, 105° maximum temperatures for domestic hot water, and 78° minimum temperature for air conditioning.

3. Implementing instructions for the 98th Division energy conservation program were provided to all commanders in November 1979. The Division Engineer Section initiated a program to monitor consumption at each center, based on consumption data provided monthly by DAFE - Ft Drum. Quarterly reports on consumption are provided to each center commander, to include the center's 5% reduction target. Center's exceeding the target are specifically advised to take corrective action.

4. Currently, through the first seven months of CY 80, the total Division's center consumption is within the directed 5% reduction target. To meet additional 5% reduction in CY 81-85, closer monitoring of utility conservation measures will be required. In addition, minor projects are being processed to add insulation and storm windows to the facilities.

FACT SHEET

NOTES

ORR

FACT SHEET

AFKA-GCD-CR

Action Officer: MAJ Smith
Telephone: (716) 671-8220
X10, 39, 40
Date: 2 September 1980

SUBJECT: Program for the Long Range Improvement of Unit Strength (PLUS)

PURPOSE: To outline the Program for Improvement of Unit Strength (PLUS) 98th Div (Tng) PAM 140-17, dtd 1 Oct 80.

FACTS:

1. PLUS is based on four (4) principles. They are: (1) Orient on one goal - full strength units. (2) Establish measurable, attainable intermediate strength goals. (3) Expand involvement of established goals to all leaders. (4) Emphasize quality referrals - those which result in accessions.

2. Intermediate goals will be established for the coming month based on the previous month's end strength, and will be:

LESS THAN 70% AUTH	70-80% AUTH	ABOVE 85% OF AUTH
2% Increase per month	1% Increase	½% Increase per month

3. Quarterly Goals will be the above multiplied by 3. (6%, 3%, 1.5%)

4. Units will be evaluated based on attainment of either monthly or quarterly goals.

5. The Chief, ORR, will monitor this program and will report the Major Subordincate Commands's achievements quarterly.

FACT SHEET

AFKA-GCD-CR

Action Officer: MAJ Smith
Telephone: (716) 671-8220
X10, 39, 40
Date: 2 September 80

SUBJECT: MUSARC Transfer Program

PURPOSE: To outline the MUSARC Transfer Program. (FORSCOM Cir 140-4, dtd 30 APR 80).

FACTS:

1. This program will assist USAR members in transferring to USAR units into and out of the 98th Division geographical area. This is an integrated CONUS-wide program.

2. Units will, upon receipt of a transfer request, coordinate with the MUSARC Transfer Agent (MTA) at this Headquarters, (1LT ERWIN, (716) 671-8220, ext 40). The MTA will contact all member's new residence to gain the information necessary to place the member in an authorized MTOE/TDA position. The transfer will then be processed thru normal channels.

3. This program, if used effectively, should signifigantly reduce the IRR transfer rate, and the number of "ghosts" created by personnel on 90 day leave.

FACT SHEET

AFKA-GCD-CR

Action Officer: MAJ Smith
Telephone: (716) 671-8220
X10,39,40
Date: 2 September 80

SUBJECT: The "KEEP THEM IN THE GREEN" Program

PURPOSE: To outline the "Keep Them In The Green" Program.

FACTS:

1. In many instances, enlisted personnel request voluntary transfer to the Individual Ready Reserve (IRR), or accept ETS discharge because of personal problems/hardships, when in fact, a transfer to another 98th Division Unit will allieviate the problem/hardship to a degree that the individual can continue to actively participate in a Reserve Component.

2. Enlisted personnel who are contemplating requesting a transfer to the Individual Ready Reserve (IRR), or accepting discharge at their ETS because they are unable to attend meetings on the day of the week their unit normally meets; have difficulty in travelling to meetings; have a civilian job/school conflict; personal/family problems, or for any other reason, and have tried, to no avail, to transfer to another unit, are encouraged to contact the Chief, Office of Recruiting and Retention, this Headquarters using the 98th Div (Tng) form 49-R.

3. The Chief, Office of Recruiting and Retention will make every effort to obtain a position vacancy within this command or other Reserve Component Command that is commensurate with the requesting member's rank, MOS and personal needs. Whenever possible, personnel will be transferred, on a "one for one" basis to avoid excessive strength losses within a single unit.

4. A successful "KEEP THEM IN THE GREEN" Program could greatly reduce or virtually eliminate unnecessary transfers to the Individual Ready Reserve (IRR) and ETS discharges. Accordingly, the cooperation of commanders at all levels is required to insure the success of this program.

NOTES

FACT SHEET

AFKA-GCD-CR

Action Officer: MAJ Smith
Telephone: X 10
Date: 29 August 1980

SUBJECT: Strength Maintenance

PURPOSE: To update the Command on assigned strength and Retention improvement during FY 80.

FACTS:

1. Tab A. indicates current assigned strength (monthly) for FY 80. Note an increase from 5904 to 6109 (+205=+3.5%).

2. Tab B depicts a comparison of end strength from Sep 79 to Aug 80 by major subordinate command to include Division total.

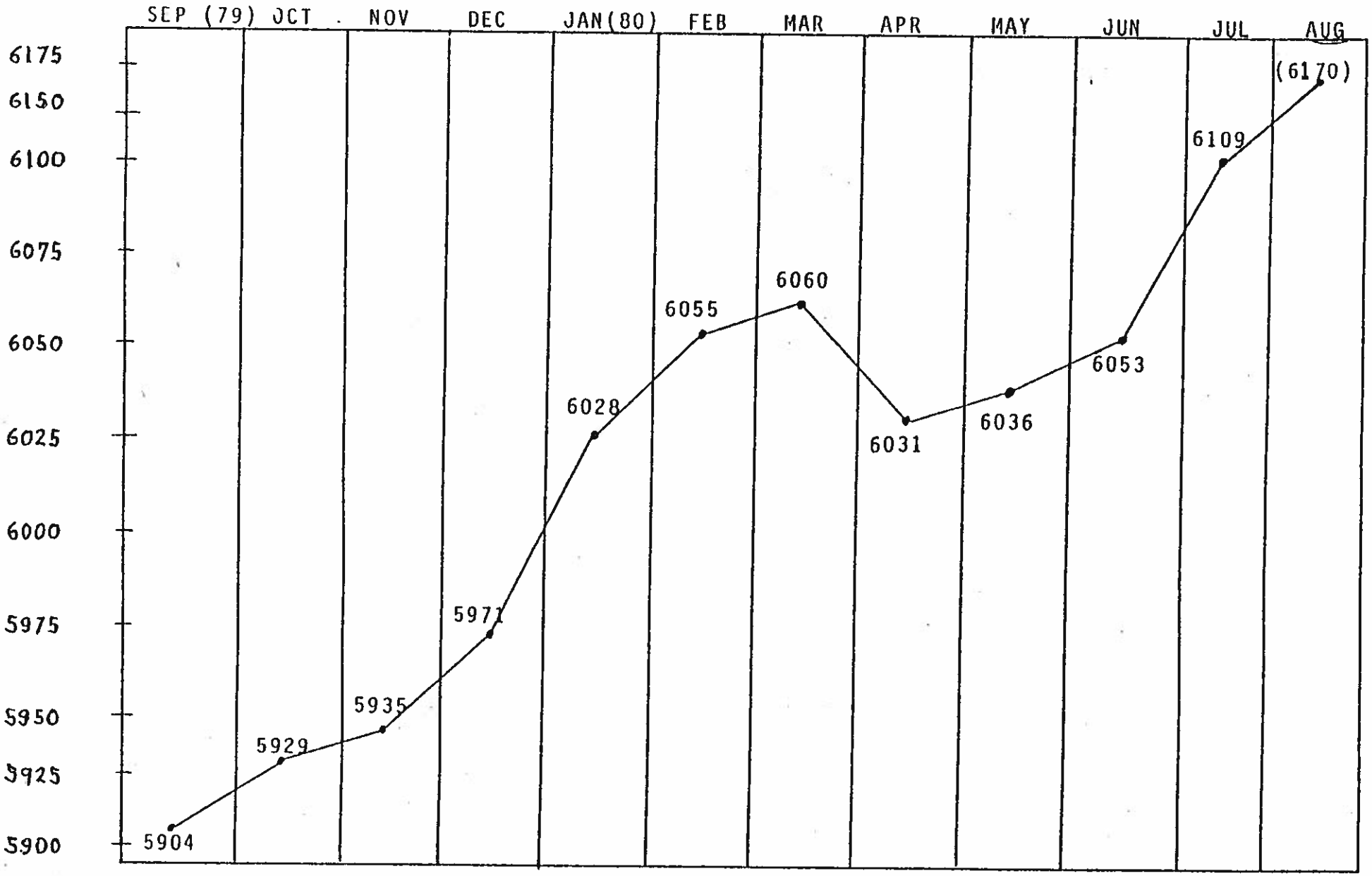
3. Tab C depicts FT & Careerist retention rates for FY 80. Reenlistment has been generally good as the goals have been met most months. The reenlistment bonus has had no effect on overall reenlisment rates for the Division.

4. Tab D graphs the IRR transfer rate for FY 80. The goal of not more than 8% has not been met for the Division overall at any time in 1980.

5. Tab E charts the Attrition (total losses) for FY 80. The annual goal is not more than 30%, which will be met by the Division

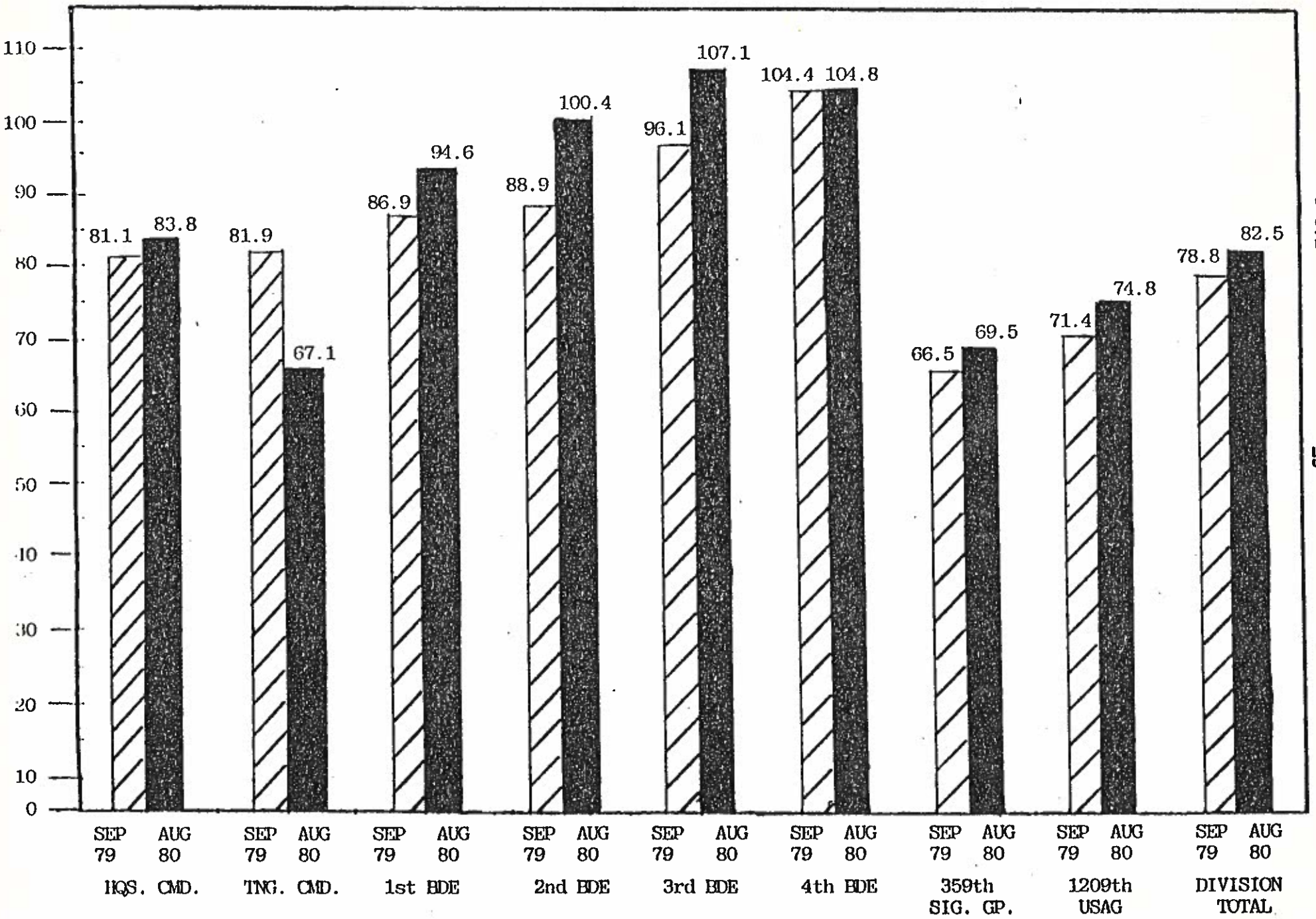
TABS: A-Assigned Strength
B-MSC Comparison
C-Reenlistment Rates
D-IRR Rate
E-Attrition Rate

ASSIGNED STRENGTH FY 80



TAB A

END STRENGTH COMPARISON



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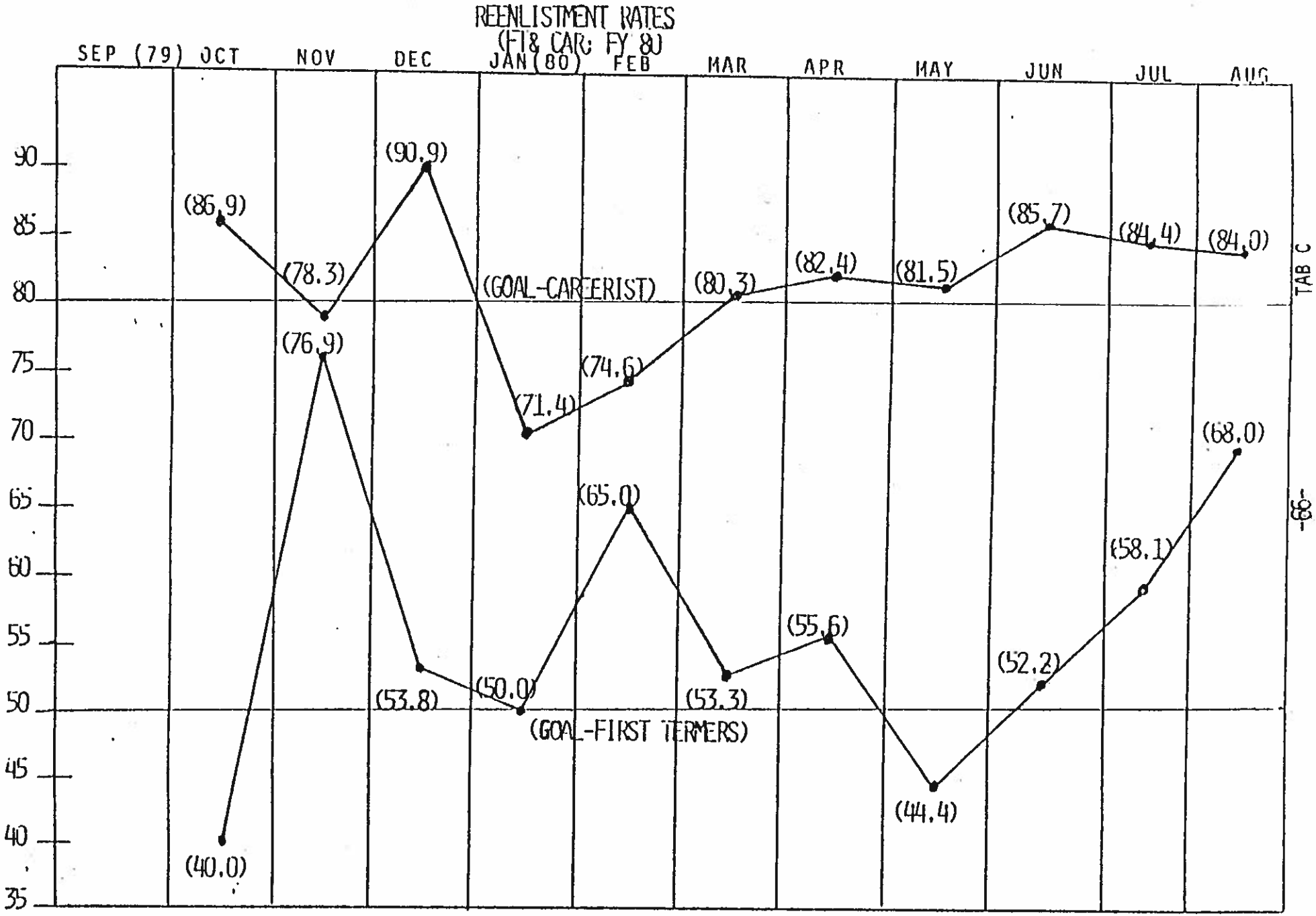
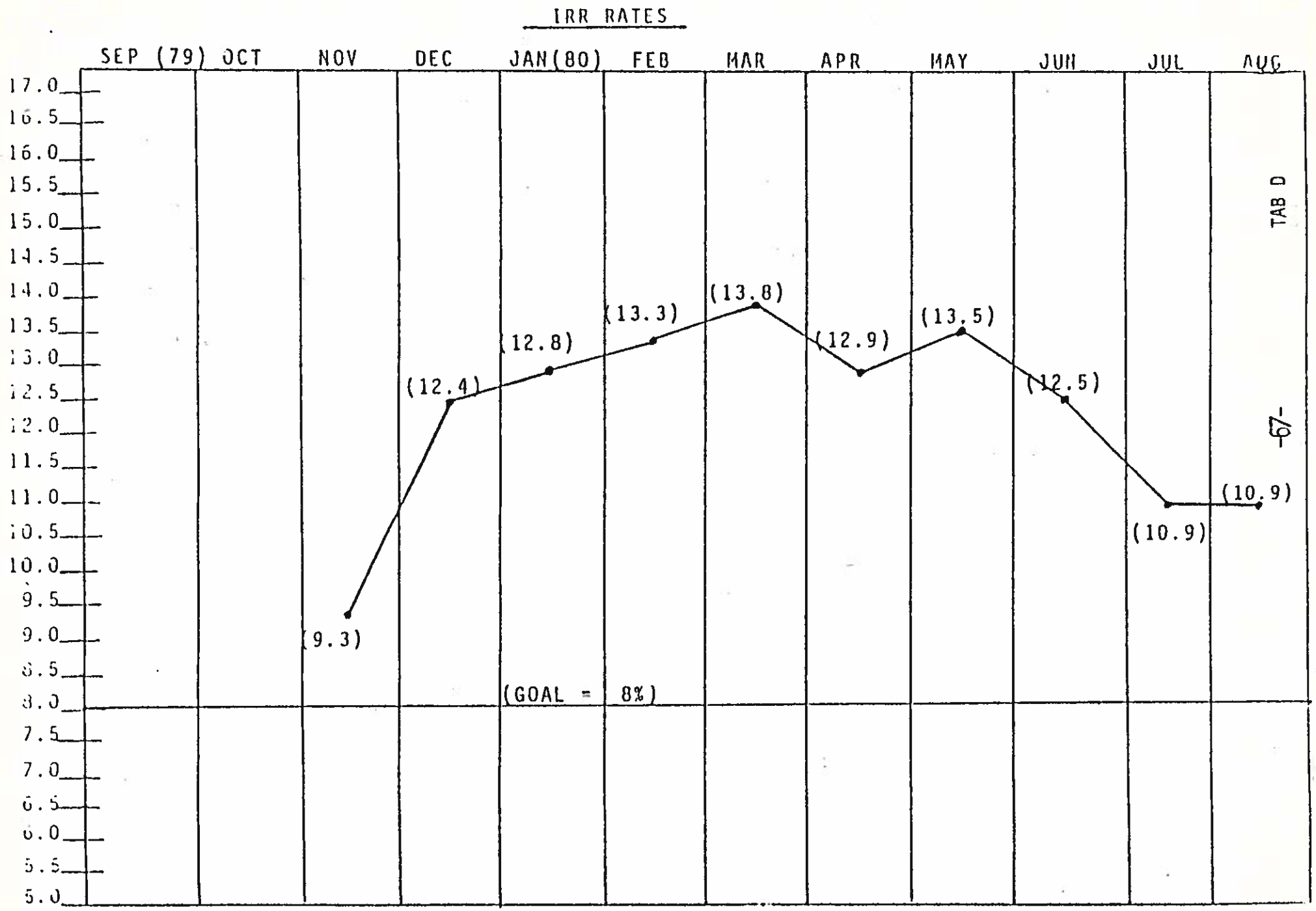
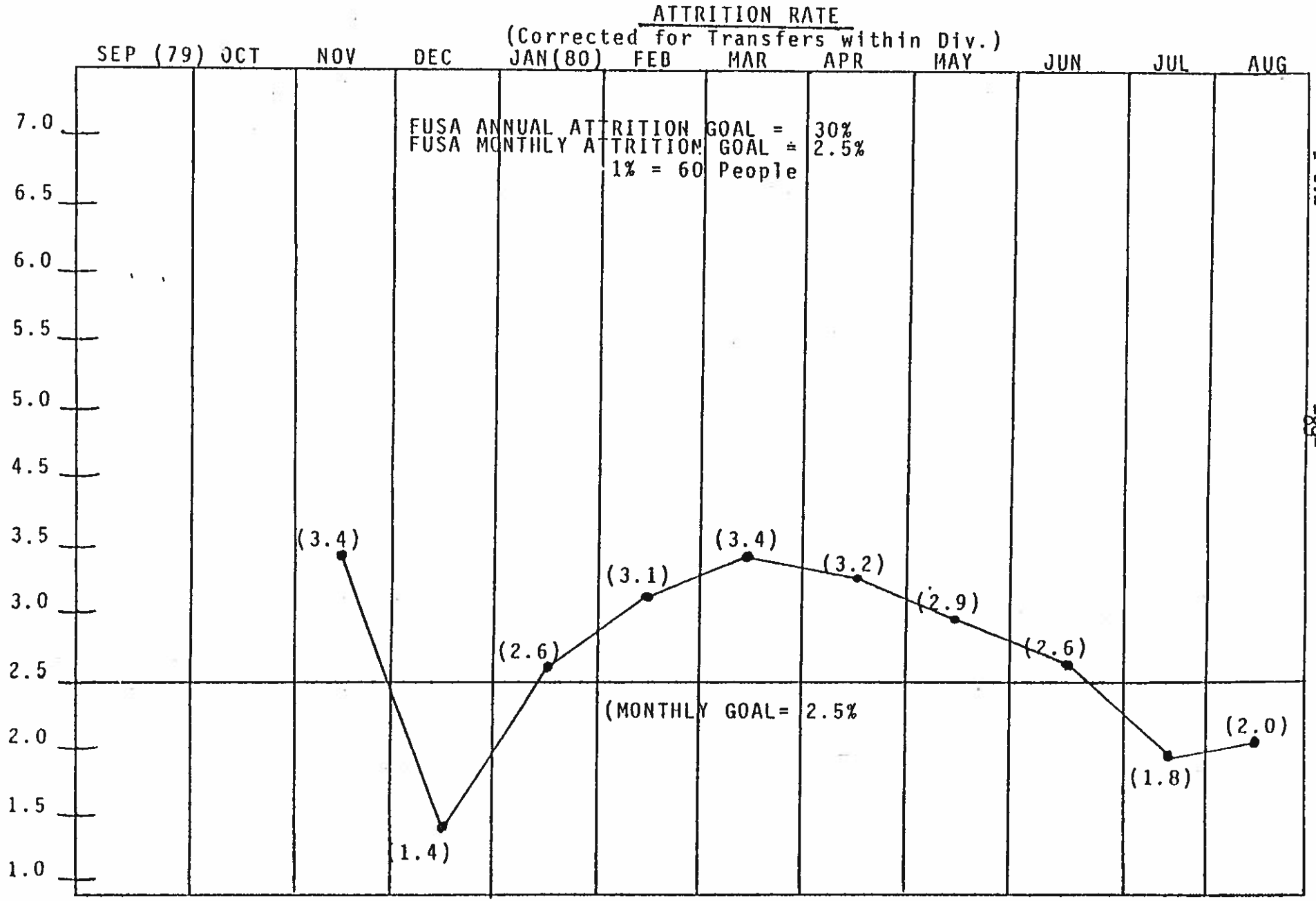

REENLISTMENT RATES
(FT& CAR; FY 80
SEP (79)
OCT
NOV
DEC
JAN (80)
FEB
MAR
APR
MAY
JUN
JUL
AUG
90
85
80
75
70
65
60
55
50
45
40
35
(86.9)
(78.3)
(90.9)
(76.9)
(53.8)
(50.0)
(71.4)
(74.6)
(65.0)
(53.3)
(80.3)
(82.4)
(81.5)
(55.6)
(44.4)
(52.2)
(85.7)
(84.4)
(84.0)
(58.1)
(68.0)
(40.0)
(GOAL-CAREERIST)
(GOAL-FIRST TERMERS)

TAB C


IRR RATES
SEP (79)
OCT
NOV
DEC
JAN(80)
FEB
MAR
APR
MAY
JUN
JUL
AUG
17.0
16.5
16.0
15.5
15.0
14.5
14.0
13.5
13.0
12.5
12.0
11.5
11.0
10.5
10.0
9.5
9.0
8.5
8.0
7.5
7.0
6.5
6.0
5.5
5.0
(9.3)
(12.4)
(12.8)
(13.3)
(13.8)
(12.9)
(13.5)
(12.5)
(10.9)
(10.9)
(GOAL = 8%)

TAB D


ATTRITION RATE
(Corrected for Transfers within Div.)
SEP (79)
OCT
NOV
DEC
JAN(80)
FEB
MAR
APR
MAY
JUN
JUL
AUG
7.0
6.5
6.0
5.5
5.0
4.5
3.5
3.0
2.5
2.0
1.5
1.0
FUSA ANNUAL ATTRITION GOAL = 30%
FUSA MONTHLY ATTRITION GOAL = 2.5%
1% = 60 People
(3.4)
(1.4)
(2.6)
(3.1)
(3.4)
(3.2)
(2.9)
(2.6)
(1.8)
(2.0)
(MONTHLY GOAL= 2.5%

TAB E

G-1/AG

Action Officer: MAJ Griffith
Phone: 671-8220, Ext. 49
Date: 5 September 1980

INFORMATION SHEET

SUBJECT: Attendance

1. PURPOSE: To inform commanders of the probem with attendance at IDT.

2. During the budget hearings for the next Fiscal Year, Congress put the Army on notice that the use of funds to support units with less than 10% attendance for 6 consecutive months was inappropriate. It was perceived that no real efforts were being made by the Reserve components to correct this problem.

3. FORSCOM identified 13 units who possibly did not meet the required standard. When adjusted, all but 2 were moved out of this rating; however, problems were noted. Commanders must take an increased role in the attendance of their units. A new FUSA circular outlining a program to monitor units is forth coming.

Action Officer: MAJ Griffith
Phone: 671-8220, Ext. 49
Date: 4 September 1980

INFORMATION SHEET

SUBJECT: Changes in Officer Vacancy Identification & Assignment Procedures

PURPOSE: To inform commanders of changes in officer vacancy identification and assignment procedures.

1. Advance copy of interim change to AR 140-10, Assignments, Attachments, Detail and Transfer and AR 135-155, concerning unit vacancy promotions. Pertinent changes are outlined below:

a. Assignment procedure: TPU commanders have the following options to fill vacancies. One of these must be used NLT 30 days after the vacancy occurs.

(1) Fill with an officer of proper grade from local assets.

(2) Assign an officer who has been selected for promotion to the grade of the position.

(3) Request RCPAC to nominate officers using a new form -- number to be determined at a later date.

(a) RCPAC will nominate not more than 3 officers within 30 days of receipt.

(b) TPU commander then will select or give reasons for non-selection of the nominated officers.

b. Unit Vacancy Promotion: These will be authorized only when:

(1) RCPAC notifies the TPU no officers are available for fill or;

(2) When FUSA Commander approves the non-selection of officers nominated by RCPAC for fill but found unacceptable by the unit commander.

(3) Unit Vacancy packets will not be started until one of the above two conditions are met.

2. These changes will become effective on/or about 1 October 1980.

3. These changes will be covered in briefings at the Commanders Conference and the G-1/AG Workshop.

Action Officer: MAJ Griffith
Phone: 671-8220, Ext. 49
Date: 4 September 1980

STATUS SHEET

SUBJECT: Officer Vacancy & Procurement

1. PURPOSE: To inform commanders of their officer vacancies and status of their procurement efforts thru ESMA and direct commissioning.

2. The following is provided as a comparison of current vacancies and the performance of units with regard to direct commissioning and ESMA from September 1979 - September 1980:

UNIT	VACANCIES	DIRECT COMMISSIONING SUBMITTED/APPROVED		ESMA PHASE II/GRADUATE	
HQ CMD	18	11	5	1	0
TNG CMD	3	2	1	0	0
359TH SIG GP	49	31	25	1	2
1209th USAG	81	13	5	7	2
1ST BDE	10	6	2	3	0
2ND BDE	28	2	2	0	2
3RD BDE	37	7	4	5	0
4TH BDE	8	0	0	2	0
1151ST USAR SCHOOL	0	1	0	1	0
1157TH USAR SCHOOL	0	0	0	0	0
1159TH USAR SCHOOL	0	2	0	0	0

Action Officer: MAJ Griffith
Phone: 671-8220, Ext. 49
Date: 4 September 1980

INFORMATION SHEET

OFFICER EDUCATION:

1. PURPOSE: To inform commanders of status of officer education.

2. Each officer must meet basic education requirements for promotion. In the past, many officers have been lost to the Program for failure to complete these requirements. Commanders must continue to place emphasis on this area.

FOR PROMOTION TO	REQUIREMENT
1LT	Basic Course
CPT	Basic Course
MAJ	Advance Course
LTC	50% CGSC
COL	ALL CGSC

3. Information provided this headquarters shows the following number of officers are not educationally qualified for promotion to the next higher grade, nor are they enrolled in such a course:

UNIT	COL	LTC	MAJ	CPT	LT
1151	0	0	1	1	0
1157	0	0	0	3	0
1159	0	0	1	0	0
HQ CMD	0	0	12	4	1
TNG CMD	0	0	1	4	0
1ST BDE	0	0	3	7	5
2ND BDE	0	0	2	8	2
3RD BDE	0	1	4	7	1
4TH BDE	0	0	3	5	2
1209th USAG	0	1	5	11	4
359TH SIG GP	0	0	9	17	9

Action Officer: MAJ Griffith
Phone: 671-8220, Ext. 49
Date: 4 September 1980

INFORMATION SHEET

SUBJECT: Q3 & Q5 MOS Qualification

1. PURPOSE: to inform commanders of the status of rule changes for Q3 and Q5 MOS qualifications.

2. In March 1980, FUSA REG 135-12, Unit Manning Chart was published. It changed several of the rules for figuring Q3 and Q5 qualification. The largest of these was that the individual had to have been formally awarded a Primary, Secondary or Additional Military Occupation Speciality (MOS) that matched the Duty MOS of the position. For Q3, the first three characters have to match; for Q5, all five characters to include Skill Level must match.

3. Subsequent to the issuance of this regulation, Mr. Rainey, RG Seneca talked with FUSA. At that time, he was told that the information in paragraph 2 was true for all but those who were not Q5 because they could not be promoted. This was to be the subject of a future change. Since that time, there is some question as to whether the regulation will even remain in effect.

4. The Acting Division Commander has decided to continue to follow and enforce FUSA REG 135-12, as written, until FUSA gives final guidance in regard to Q3 and Q5 MOS qualification. This is being done to keep confusion down to a minimum.

NOTES

Action Officer: MAJ Griffith
Phone: 671-8220, Ext. 49
Date: 4 September 1980

STATUS SHEET

SUBJECT: Weight Control

1. PURPOSE: To inform the Commanders of the Status of the Weight Control Program

2. The Weight Control Program has been an on-going one since December 1978. Some great success stories have come forth as well as some failures. The attached represents the status of each major subordinate command, as of 30 June 1980. Overall, it shows a downward trend in the number of overweight personnel for the Division since the end of the last quarter. This is important because of the fact that accurate and consistent information is now being received. Personnel at unit level have taken steps to make sure that accurate information is being furnished in order to preclude hurting their people. It also shows that the Division has turned the corner on weight control and is now moving in the proper direction.

3. A goal of 10% reduction in the number of overweight personnel per quarter was established at the first of the year. A review of the progress since that time is shown on the left hand side. While the Division, as a whole, did not meet the goal, 123 personnel were removed from the overweight categories during this 6 month period. For those major subordinate commands which met or exceeded the goal, congratulations are in order. For those commands which failed, a review of their progress is mandatory since these goals must be achieved in the next quarter. Despite the command changes at levels above the 98th Division, the program will continue to be enforced. Overweight soldiers are not mobilization assets nor are they good ambassadors for the Reserve Program in our communities.

STATUS SHEET

QUARTERLY OVERWEIGHT REPORT - 1 APRIL - 30 JUNE 1980

UNIT	AST STR	1-10#+	11-30#+	31#+	TOTAL	% ASG	TOTAL LAST QTR	DIFFERENCE MAR - JUN	LOST 10% OR MORE OF OVERWEIGHT	TOTAL OVER-WEIGHT 31 DEC	DIFFERENCE DEC - JAN	OVER ALL LOSS RATE FOR 1ST 6 MONTHS 80
HQ CHD	389	15	18	5	38	9.77	39	-1	NO - 2.56	45	-7	15.56
THG CHD	183	8	11	1	20	10.93	23	-3	YES -13.04	32	-12	37.5
1ST BDE	496	22	26	2	50	10.08	57	-7	YES -12.28	55	-5	9.09
2ND BDE	731	43	33	6	82	11.22	80	+2	NO + 2.5	78	-4	5.13
3RD BDE	685	37	27	7	71	10.36	87	-16	YES -18.39	82	-11	13.41
4TH BDE	447	18	20	1	39	8.95	45	-5	YES -11.11	52	-12	23.08
359TH SIG GP	1245	75	81	18	174	13.98	174	0	NO - 0	176	-2	1.14
1209TH USAG	1642	92	104	19	215	13.09	235	-20	NO - 8.51	282	-67	36.81
1151ST SCHOOL	59	9	2	2	13	22.03	13	0	NO - 0	16	-3	18.75
1157TH SCHOOL	80	3	6	1	10	12.50	18	-8	YES - 44.44	11	-1	9.09
1159TH SCHOOL	64	5	4	0	9	14.06	9	0	NO - 0	15	-6	40.00
TOTAL:	6021	327	332	62	721	11.97	780	-59	NO - 7.56	844	123	14.57
TOTAL LAST QUARTER:	6069	320	373	87	780	12.9						

Goal for loss of overweight personnel was 10%, per quarter. Overall Division lost 14.57% with a reduction of 123 personnel in the last 6 months. The last quarter resulted in a reduction of overweight personnel by 1% of the assigned strength.

FACT SHEET

AFYA-GCD-AG

Action Officer: LTC Fallon
Telephone: 716-671-8220, Ext 27
Date: 13 September 1980

SUBJECT: Officer Evaluation Reports

PURPOSE: To brief OER status at 1980 Commander's Conference

FACTS:

1. Statistics compiled by the Adjutant General reveal that for the period September 1979 through April 1980, the late OER rate to First Army was approximately 33%. In May and June 1980, the late rate dropped dramatically to 4%. This improvement came with the implementation of the new 67-8 system that allowed 91 days instead of 60, after the cutoff period, for the OER to reach First Army.

2. The improved late rate was achieved only by changing the time table at First US Army, not by this command improving its late OER rate. Under the old system (67-7), we were still far short of the initial goal of 20% proposed at the 1979 Commander's Conference, although some progress was made over the 1979 late rate of 52%.

3. In response to this command not achieving the initial 20% goal, the following will occur effective with this conference:

a. OERs received at Division more than 40 days after the closing date will be considered late.

b. The following two statements will be required on all DA Forms 67-8-1, Officer Evaluation Support Forms, and these statements and their accuracy will be considered in completing all DA Forms 67-8, Officer Evaluation Reports.

(1) Performance Objectives Section: "Will complete all required OERs in accordance with Division guidelines."

(2) Significant Contributions Section: "I have/have not completed and submitted all OERs I am responsible for rating or senior rating."

c. The AG will provide a monthly briefing for the Command Section to review and identify problems of quality and timeliness of OER by major subordinate command.

d. Major subordinate commanders of commands whose OER late rate exceeds the Division maximum of 20% will be required, starting with 4th Qtr, CY 1980 (Oct-Dec 80), to submit a written explanation of their OER late rate and plan of corrective action to the Division Commander.

1 Incl
Late OER Submission by Major Subordinate Command

LATE OER STATUS - 1 APRIL 1980 THROUGH 31 JULY 1980

MAJ SUBORDINATE COMMAND	# OERS SUBMITTED	# OERS & % LATE TO 98TH	# OERS & % LATE TO 1A
HQS COMMAND	28	19/68%	5/18%
TNG COMMAND	4	2/50%	0/0%
1ST BDE	22	17/77%	0/0%
2D BDE	21	18/86%	13/62%
3D BDE	25	10/40%	0/0%
4TH BDE	7	2/29%	1/14%
359TH SIG GP	64	36/56%	14/21%
1209TH USAG	61	29/48%	14/23%
1151ST USARS	4	0/0%	0/0%
1157TH USARS	10	8/80%	8/80%*
1159TH USARS	12	12/100%	0/0%

*AG MILPO Section responsible for 5 of the 8 late OERS; therefore, 1157th responsible for a late rate of 30%.

OF THE OERS LATE TO 1A, BREAKDOWN FOR MAJOR SUBORDINATE COMMAND BY TYPE OF OER IS AS FOLLOWS: (Note: 67-7 due at 1A NLT 60 days following close of period; 67-8 due at 1A by 91st day following ending date of OER)

MAJ SUBORDINATE COMMAND	DA 67-7	DA 67-8
HQS COMMAND	2	3
TNG COMMAND	Ø	Ø
1ST BDE	Ø	Ø
2D BDE	12	1
3D BDE	Ø	Ø
4TH BDE	1	Ø
359TH	10	4
1209TH	12	2
1151ST	Ø	Ø
1157TH	Ø	8
1159TH	Ø	Ø

59% of all OERS (153/258) were late (40 days) to 98th Div during the period 1 Apr - 31 Jul 80.

21% of all OERS (55/258) were late (91 days) to 1A during the period 1 Apr - 31 Jul 80.

14% (37/258) of the late OERS were DA 67-7's.

7% (18/258) of the late OERS were DA 67-8's.

FACT SHEET

AFKA-GCD-AG

Action Officer: MAJ Stager
Phone: Ext 44
Date: 2 September 1980

SUBJECT: Processing Unsatisfactory Participants for Separation

PURPOSE: To inform commanders of new procedures in processing unsatisfactory participants.

FACTS:

The following represents key elements for processing Unsatisfactory cases as outlined in current regulations and directives:

a. Units will document all absences of statutorily obligated members having less than 24 months AD/ADT and prepare separation packets for such members if they meet any one of the following situations:

When a service member accrues nine absences in a 12 month period.
When a service member is AWOL from a scheduled AT.
When a service member fails to locate another Reserve unit in 90 days.

b. The responsibility for properly documenting and developing separation packets is at the member's assigned unit. Intermediate commands up to Division are then required to carefully screen all packets to insure compliance with existing regulations and make recommendations prior to forwarding to First Army.

c. Within six (6) weeks of the proposed action and prior to completing the packet, the unit commander must personally notify the member in writing that he is being recommended for separation and must provide the member with information regarding his appointed "counsel for consultation" who must be a commissioned officer of the JAGC. Since it is the member's responsibility to contact the JAGC counsel, the counsel is not required to travel and the member must absorb any travel expense incurred as a result of meeting with his appointed counsel. Assignment of JAGC personnel will be controlled by Division JAG.

d. Packets received by Division that are administratively correct will be forwarded to First Army with recommendations regarding its disposition. First Army may:

Disapprove the recommendation and return the case to the unit commander for disposition by other means.

Direct that the case be processed through medical channels.

If the board hearing has been properly and effectively waived, reduce the member to PVT (E-2 or E-3) and direct separation by transfer to the IRR with a tentative characterization of service, or

Convene a board of officers. While the appointment of the board is done by First Army, the physical convening of the board is handled within the Division.

e. When a board has been recommended and appointed, one of the following three situations will occur:

The service member waives the board and is administratively processed as described above.

The service member accepts the board, or

The service member does not answer at all, at which point he is again processed administratively.

f. Statutorily obligated members with more than 24 months of AD/ADT, and Contractually obligated members, are processed administratively and boards are not involved. However, the documenting procedures regarding absenteeism are the same.

G-4

FACT SHEET

AFKA-GCD-GD

Action Officer: MAJ Pupo
Telephone: 671-8220/34
Date: 5 Sep 80

SUBJECT: Logistics Improvement Program (LIP)

PURPOSE:

To provide Commanders with current status of LIP and future directions

FACTS:

1. Findings of FUSA Command Logistical Review Team (CLRT) Visits to 98th Division Units show:

6 units were worse than last visit.
11 units showed no improvement.
3 units improved over last visit.
8 units could not evaluate/no previous evaluation.

2. These visits indicate the following recurring deficiencies in:

a. Materiel Readiness Reporting
b. Excess equipment
c. Hand receipt procedures
d. Repair parts procedures
e. Operator maintenance
f. TAMMS (The Army Maintenance Management System) procedures

3. FUSA IG reports, 98th Division IG inspection reports, and 98th Division Logistical Assistance and Assessment Team (LAAT) visits show like trends.

4. The G-4 has established a Divisional Logistical Readiness Profile based upon selected criteria including FUSA CLRT findings, IG findings, and 98th Division findings. This profile will indicate Logistical problem units within the MUSARC. Priority for assistance will be beveloped jointly with major subordinate commands (MSC) and Division G-4.

5. Identified logistical problem units (Battalion and Company level) must plan realistic and obtainable goals for logistics improvement. Proper utilization of MSC resources, Readiness Group Seneca, G-4 assets and unit resources, with emphasis on training logistical personnel rather that just correcting deficiencies, is a high priority. The current trend of unit regression in logistics must be stopped.

6. Logistics improvement can be accomplished by active involvement of Major Subordinate Commanders, S-4's, and Unit Commanders in establishing a viable Logistics Improvement Plan with realistic, obtainable goals and milestones. A cooperative effort between the MSC's and G-4 will ultimately lead to the FUSA established goal of reducing deficient units by a minimum of 10% in FY-81.

FACT SHEET

AFKA-GCD-GD

Action Officer: MAJ Pupo
Telephone: 671-8220/34
Date: 4 Sep 80

SUBJECT: Mobilization Exercise (Proud Spirit/MOBEX-80)

PURPOSE:

To inform Commanders with an update of MOBEX-80

FACTS:

1. MOBEX-76 and MOBEX-78 pointed out several areas of concern for mobilizing Reserve Component (RC) units.

2. MOBEX-78 play was from Home Station (HS) to the MOB Station (MS) and mobilizing units were evaluated. There were six player units in MOBEX-78.

3. Mobex-80 play is at the MS to Deployment Station (DS) and only the MOB station will be evaluated. Player units were increased to 11 in MOBEX-80. This exercise is designed to determine the ability of the player installations to support early mobilizing/early deploying units.

4. Playing unit logistical responsibilities will be met by updating and submitting documents maintained in unit logistics data file required by Annex D to FUSA Mobilization Plan (1A-MP) during IDT. Manday spaces were provided to player units to accomplish these tasks.

5. Army Readiness and Mobilization Regions (ARMR) will exercise directive authority over mobilizing RC units and MS within their geographic areas. An objective of this exercise is to determine effectiveness of this operational arrangement.

6. 98th Division LOI was generated from FORSCOM MOBEX-80 LOI to provide as much lead time as possible for the player units to accomplish several Logistical Documentations.

7. A MOBEX-80 Logistics workshop is scheduled for 4-5 October 1980 at Mattydale, NY to review, update and correct unit Logistical Data Files. (Only player units will attend).

8. Pre-position mobilization data packets will be completed at the conclusion of the MOBEX-80 workshop 5 Oct 80.

9. MUSARC will provide the complted packets to the MOB Station trusted agent (MS TAEG).

FACT SHEET

AFKA-GCD-GD

Action Officer: Mr. Sheriff
Telephone: 671-8220/37
Date: 8 Sep 80

SUBJECT: Reporting of and Redistribution of Excess

PURPOSE:

To Inform Commanders of Reporting of and Redistribution of Excess Problems

FACTS:

1. First US Army CLRT Reports are still finding units in the 98th Division with unreported excess. Some of the worst cases are:

a. 1A CLRT found over TWO HUNDRED THOUSAND DOLLARS of excess in the 1019th S&S Co of which 30 THOUSAND was not reported to the 1209th US Army Garrison.

b. 1A CLRT found FIFTEEN THOUSAND DOLLARS in the 98th Sig BN and 692D Signal Company not reported to the 359th Signal Group.

c. RG Seneca Property Management Team found TEN THOUSAND DOLLARS excess at the 1018th S&S Co which was not on the Property Book including 1 each truck utility 1/4 Ton.

2. Redistribution of excess is also a problem in that units are not completing these actions by suspense date.

a. The 464th Engr BN was tasked on 11 Jul 80 to laterally transfer Q34308, Radio Set, 1 ea, W95811, Trailer 1½ Ton, 1 each, V69258, Test Set, 1 each and B84404, Boat Recon, 1 each NLT 25 Aug 80.

b. The 479th Engr BN was tasked on 11 Jul 80 to laterally transfer W95811 Trailer 1½ Ton 6 each NLT 25 Aug 80.

3. First US Army directed this headquarters to complete the above actions NLT 25 Aug 80. The lateral transfer actions were not completed and this headquarters was granted a new suspense of 30 Sep 80. Government Bill of Lading's have been received from the 479th En BN, but not from the 464th En BN. Since the 464th En BN has not requested GBL's to date, it is very unlikely that the new suspense of 30 Sep 80 will be met. GBL's are utilized for shipment by Commercial Carrier, Carrier is selected by Transportation Officer, Ft Drum.

4. Previously this command tried to cross level all excesses against shortages on a quarterly basis which did not work. First US Army tried a computerized REDEX program which was too large to work. Now we have a good program where major subordinate commands report their excess to the ACofS, G4 for disposition instructions. Each major subordinate command must insure that elimination of excess is in their Logistics Improvement Plan and that unreported excess is identified by visits to subordinate units by reviewing unit property book against MTOE/CTA authorizations. Command emphasis must be placed on eliminating excess, and reducing time to complete lateral transfers.

FACT SHEET

FACT SHEET

AFKA-GCD-GD

Action Officer: CW2 DiQuattro
Telephone: 671-8220/34
Date: 8 Sep 80

SUBJECT: Food Service

PURPOSE:

To inform the Commanders of the procedures this HQ has established to monitor/control the food cost expenditures in accordance with Ch 2, AR 30-1.

FACTS:

1. During the implementation period several problems have become evident. Ration requests were continuously either returned to the requestor or corrected and forwarded. The following deficiencies are reportedly being observed: wrong meal ordered; unauthorized items requested; exceeding issue factor in SB 1-263 (14 day menu); DA Form 2970 (Subsistence Report and Field Ration Request) missing or obsolete form used; and units not allowing sufficient load time for requests.

2. Meal Status Reporting. 1AA 178-R (Quarterly Subsistence Reports) have during the past two years continued to be a concern. Units continue to miss suspense dates and forms are being returned for correction.

3. Increased command emphasis is required to insure problems identified are minimized to avoid delays in processing requests and in reporting meal status to higher headquarters. Proper instruction should be provided to prepare food service personnel for changes to regulations.

4. Current meal status indicates this HQ's is presently well within the targets for over/under meal status (i.e. meal cost vs credit earned per meal). At the close of the 3d qtr, 98th Division meal status was -$241.00 for all units combined, which reflects an underdrawn status of approximately -.075% of total expenditures.

FACT SHEET

AFKA-GCD-GD

Action Officer: CPT Sydor
Telephone: 671-8220/34
Date: 4 Sep 80

SUBJECT: Property Accountability Up Date

PURPOSE:

Review property losses by major subordinate command, MSC, for FY-79 and FY-80 todate.

FACTS:

1. Losses by MSC are shown at TAB A revised.

2. Property Management Team, PMT, inventory schedule is shown at TAB B.

FACT SHEET

FACT SHEET

AFKA-GCD-GD

Action Officer: CPT Sydor
Telephone: 671-8220/14
Date: As of 1 Sep 80

Unit Property Losses
FY-79 Thru FY-80 to Date

MAJOR SUBORDINATE COMMAND	LOSSES PRIOR TO *PMT INV FY-79	FY-80 to date	LOSS AS A RESULT OF PMT INV	TOTAL LOSSES	LOSSES SINCE PMT INV
DIV MISC (Hqs/Tng Cmds, USAR Schools	33,288.90	13,337.61	Not Inventoried	46,626.51	N/A
1st Bde	10,602.47	6,457.62	Not Inventoried	17,060.09	N/A
2d Bde	8,890.84	5,941.22	8,122.01	22,954.07	Ø
3d Bde	1,581.72	Ø	2,512.90	4,094.62	Ø
4th Bde	4,276.68	991.01	8,474.99	13,742.68	Ø
1209th USAG	160,759.16	11,569.96	141,020.06	313,349.18	10,528.55
359th Sig Gp	59,110.82	228.86	49,727.72	109,067.40	3,456.18
AMSA's	1,013.55	Ø	8,868.69	9,882.24	Ø
DIVISION TOTALS	279,524.14	38,526.28	218,726.37	536,776.79	13,984.73

*NOTE: Property Management Team 100% Inventory

TAB A

FACT SHEET

AFKA-GCD-GD

Action Officer: CPT Sydor
Telephone: 671-8220/14
Date: As of 1 Sep 80

Property Management Team Inventory Schedule

MAJOR SUBORDINATE COMMAND	UNIT/ACTIVITY	SCHEDULED INVENTORY DATES	ACTUAL COMPLETION DATE
98th Div (Tng)	HHC, 98th Div (Tng)	FEB 81	
	HQ CMD	MAR 81	
	TNG CMD HQ	MAR 81	
	LEADERSHIP ACADEMY	MAR 81	
	1151st SCHOOL	FEB 81	
	1157th SCHOOL	FEB 81	
	1159th SCHOOL	FEB 81	
AMSA's	ECS #1	1-9 NOV 78	1-22 NOV 78
	AMSA #2 (G)	31 MAR-11 APR	31 JAN 80
	AMSA #5 (G)	9-20 APR 79	20 APR 79
	ASF #6 (A)	JAN 81	
	AMSA #7 (G)	1-2 MAY 80	2 MAY 80
	AMSA #8 (G)	FEB 81	
	AMSA #9 (G)	17-28 MAR 80	29-30 JAN 80
1st BDE	1st BDE	29 SEP - 10 OCT 80	
	HQ/1/389/1	29 SEP - 10 OCT 80	
	HQ/2/389/1	13-17 OCT 80	
	HQ/3/389/1	20-24 OCT 80	
2d BDE	2d BDE	18-21 MAR 80	17-21 MAR 80
	HQ/1/390/2	21-25 APR 80	24 APR 80
	HQ/2/290/2	14-18 APR 80	7-10 APR 80
	HQ/3/390/2	7-11 APR 80	14-17 APR 80
	HQ/1/391/2	31 MAR-4 APR 80	31 MAR-3 APR 80
	HQ/2/391/2	24-28 MAR 80	24-27 MAR 80
3d BDE	3d BDE	1 NOV 79-22 FEB 80	5 NOV-1 DEC 79
4th BDE	4th BDE	2-28 MAY 80	7-8 MAY 80
	HQ/1/98/4	2-28 MAY 80	5-7 MAY 80
	HQ/2/98/4	2-28 MAY 80	12-17 MAY 80
	HQ/3/98/4	2-28 MAY 80	19-21 MAY 80

FACT SHEET

Property Management Team Inventory Schedule

MAJOR SUBORDINATE COMMAND	UNIT/ACTIVITY	SCHEDULED INVENTORY DATES	ACTUAL COMPLETION DATE
1209th	1209th USAG	JAN 81	
	464th EN BN		
	Co A,B,C,D	14 APR-29 JUN 79	28 APR-22 JUN 7
	479th EN BN	2 JUN - 31 JUL 80	2 JUN-21 JUL 80
	770th EN CO	1 DEC 80-15 JAN 81	
	413th S&S BN	28 APR-2 MAY 80	25-28 FEB 80
	1018th S&S Co	14-25 APR 80	11-25 FEB 80
	1019th S&S Co	5-16 MAY 80	3-13 MAR 80
359th	359th SIG GP	15-26 SEP 80	
	98th SIG BN	1-5 SEP 80	
	692d SIG CO	8-12 SEP 80	
	969th MNT CO	25 FEB-14 MAR	26 NOV-17 DEC 7
	425th MI DET	3-14 NOV 80	
	454th MI DET	3-14 NOV 80	
	401st CA CO	24 MAR-6 APR 79	24-28 MAR 79
	402d CA CO		10-14 FEB 79
	403d CA CO	3-14 NOV 80	
	414th CA CO	13-28 NOV 80	
	300th OD BN		24-28 FEB 79
	409th PS CO	12-20 MAR 79	12-14 MAR 79
	277th QM CO		6 FEB 79
	402d CHEM LAB		6-19 JAN 79
	332d OD BN	20 NOV-1 DEC 78	30NOV-1DEC 78
	962d OD CO	4-8 DEC 78	4-6 DEC 78
	309th OD CO	11-15 DEC 78	11-15 DEC 78

All 98th Div units/activities will have been inventoried NLT Apr 81.

TAB B page 2

FACT SHEET

AFKA-GCD-GD

Action Officer: CPT Sydor
Telephone: 671-8220/14
Date : 4 Sep 80

SUBJECT: SAILS Conversion/Supply Tng TY-81

PURPOSE:

Provide training in the Standard Army Intermediate Level Supply Subsystem, (SAILS) and unit level supply procedures.

FACTS:

1. Ft Drum will convert to SAILS in Apr 81.

2. Conversion training must be conducted during March 81.

3. The following supply regulations have or will have changes published in the near future.

a. AR 710-2

b. AR 700-84

c. AR 735-11

4. These and other regulation changes will require user level implementation training.

5. Training will consist of 2 weeks of AT for 3 selected unit/activity personnel for each property book or S-4 section.

a. First phase will consist of 1 week of intensive training conducted at Ft Drum.

b. 2d phase will consist of a 1 week application phase at home station.

FACT SHEET

FACT SHEET

AFKA-GCD-GD

Action Officer: WO1 Gambell
Telephone: 671-8220/36
Date: 4 Sep 80

SUBJECT: Maintenance Problem Areas

PURPOSE:

To Inform Commanders of Maintenance Problem Areas.

FACTS:

1. Materiel Readiness Reports (DA Form 2406) are not being properly maintained, as identified by 1st Army CLRT Visits to 98th Division units, 1 April 80 thru 19 June 80.

2. Command emphasis on operations maintenance and inspections at the unit level has regressed in 1980 within the 98th Division.

3. Improper TAMMS (The Army Maintenance Management System) records procedures has resulted in an overall decrease in the maintenance posture of the MUSARC.

4. Although the Materiel Readiness Reports have shown some improvement in the past three quarters, there is still a large area of improvement that can be made. Areas that are most incorrect are: (1) Wrong noun nomenclature of equipment entered in block nine-B; (2) Line item numbers not correct or out of sequence as per SB 700-20 in block nine d; (3) Incorrect math in figuring operational readiness percentage and ERC "A" percentage; (4) Not entering all equipment that has been down during the report period in block 10; and (5) Also in block 10, not listing the shortages that the unit has. One of the biggest mistakes is that the unit commander does not sign the report in block 13.

5. By reviewing 1st Army CLRT Visits 1980, 98th Division LAAT Visits, and 98th Division IG reports, it is evident that operations maintenance and inspections are not being done in many cases. An example is the finding of a 25-ton low-bed trailer with D7E dozer loader on it at D Co of the 464th Engr BN with wheel lug nuts so loose that 80% of them could be turned off by hand.

6. Due to the obvious lack of proper maintenance of the DA Form 2408-1 (daily equipment log), DD 314 card (preventive maintenance schedule and record) and the DA Form 2407 (maintenance request), it is evident that the MUSARC's maintenance is suffering and will continue to suffer unless improvements are made. These problems were stated in 1980 1st Army CLRT Visits, 98th Division IG inspection reports, and staff Visits from the G-4 maintenance section.

7. It is the responsibility of the Commander to insure that the logistic personnel under his command are abreast of all problem areas in maintenance and are taking corrective actions to resolve the problems.

G-2

FACT SHEET

AFKA-GCD-GB

Action Officer: MAJ Stephens
Telephone: 671-6220, Ext 51
Date: 9 September 1980

SUBJECT: G-2/PM Inspection Checklist

PURPOSE: This fact sheet is prepared for distribution to Commanders of Subordinate Units at Division Commander's Conference 13-14 Sep 80.

FACTS:

1. In 1978 this office compiled a checklist which was furnished to all units down to Company level to assist them in preparing for 1A IG Inspections, Division IG Inspections and G-2/PM Inspections in the areas of Intelligence and Physical Security.

2. During inspection visits during the summer of 1980, it was noted that the majority of the units were familiar with the existence of the checklist, but few were utilizing it to prepare for scheduled inspections.

3. The checklist which currently is in the hands of the Units in the field should be utilized in the future in order to prepare for Inspections.

4. Copies of the checklist are available by requesting them from G-2, Headquarters, 98th Division (Tng).

FACT SHEET

FACT SHEET

AFKA-GCD-GB

Action Officer: MAJ Stephens
Telephone: 671-8220, Ext 51
Date: 9 September 1980

SUBJECT: OPERATIONS SECURITY (OPSEC)

PURPOSE: This fact sheet is prepared for distribution to Commanders of Major Subordinate Units at the Division Commander's Conference 13-14 Sep 80.

FACTS:

1. AR 530-1 (u), dtd 1 May 78 requires that all units down to Battalion level appoint an officer in writing with an additional duty as OPSEC Officer and further stipulates certain responsibilities to be accomplished by this officer.

2. In the course of G-2/PM Inspection visits during FY 80, it has been noted that the majority of applicable units had an appointed OPSEC Officer, but few of these individuals were knowledgeable of their responsibilities or had on hand necessary publications, such as AR 530-1; 1A Cir 380-1; FORSCOM Suppl 1 to AR 530-1; TC 30-24; and TC 100-1.

3. Increased emphasis must be given to improving OPSEC awareness in all subordinate units.

FACT SHEET

FACT SHEET

AFKA-GCD-GB

Action Officer: MAJ Stephens
Telephone: 671-8220, Ext 51
Date: 9 September 1980

SUBJECT: PERSONNEL SECURITY PROGRAM

PURPOSE: This fact sheet is prepared for distribution to Commanders of Major Subordinate Units at the Division Commander's Conference, 13-14 Sep 80.

FACTS:

1. 1A Ltr, Subject as above, dtd 13 Nov 79, directs that security clearnances will be processed for the following personnel in USAR Units:

a. All Officers and Warrant Officers;

b. All enlisted personnel in pay grades E-9 and E-8;

c. All enlisted personnel in pay grades E-7 and below whose current or projected duties require access to classified information.

2. In addition, Commanders are required to maintain a current roster of Cleared Personnel to include NAME, GRADE, DPOB (date and place of birth) and DEGREE OF ACCESS.

FACT SHEET

FACT SHEET

AFKA-GCD-GB

Action Officer: MAJ Stephens
Telephone: 671-8220, Ext 51
Date: 9 September 1980

SUBJECT: Acquisition and Storage of Information Concerning Non-Affiliated Persons and Organizations (AR 380-13)

PURPOSE: This fact sheet is prepared for distribution to Commanders of Major Subordinate Units at the Division Commander's Conference 13-14 Sep 80.

FACTS:

1. This headquarters is required by AR 380-13 to submit an annual report 1 Sep of each year of compliance by all units with the provisions of the regulation.

2. Annex ES, Section II, 98th Division SOP requires each major subordinate headquarters to appoint an officer with the additional duty to ensure compliance with the provisions of AR 380-13. In addition, this officer is required to submit a report to this headquarters, ATTN: AFKA-GCD-GB, NLT 1 Sep annually to verify such compliance by all appropriate subordinate units.

3. As of 9 Sep 80, the following major subordinate units have not submitted this report:

2d Bde	1209th U. S. Army Garrison
3d Bde	1151st USAR School
4th Bde	1157th USAR School
359th Sig Gp	1159th USAR School

FACT SHEET

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